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ABSTRACT

Procedures and regulations providing for the efficient operation of the University of Wisconsin - Stout are outlined in the 1975 edition of the faculty and academic staff handbook. Areas that are detailed include the administration of the university; faculty welfare including appointments, promotions, equal opportunity and affirmative action, tenure, dismissal, academic freedom, scholarly endeavors and research, insurance, and salaries; public information; faculty responsibilities and duties; facilities and equipment; instructional services; personal services; faculty-student committees; professional organizations; information concerning students; and the code of ethics. (JMF)

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FACULTY AND ACADEMIC STAFF HANDBOOK*

UNIVERSITY OF WISCONSIN-STOUT

Menomonie, Wisconsin

1975

HE 007 264

Dr. Robert S. Swanson

Chancellor

* We are in a transitional period, but most policies, although referred to as faculty include both faculty and academic staff.

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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C. USING THE FACULTY AND ACADEMIC STAFF HANDBOOK

PURPOSE OF THE HANDBOOK

In recent years, University of Wisconsin-Stout, as most institutions of higher education, has experienced a significant increase in enrollment and proportional increases in instructional staff and administrative personnel. Thus, certain procedures and rules are required to provide an environment in which the staff of Stout can work efficiently and effectively. The Faculty and Academic Staff Handbook was developed to bring these procedures and rules together in one document that is available to all staff members. As questions related to these areas arise, use of this handbook can save considerable time and effort.

FORMAT OF THE HANDBOOK

Procedures and regulations are revised to meet changing needs. Hence, the handbook was produced in loose leaf form and the pagination was selected to permit revision of specific parts without disrupting the remainder of the volume.

You will note that there are two sections to the handbook. Section I is a general introduction to University of Wisconsin-Stout and Section II pertains to the procedures and regulations that apply to this campus. An index is listed at the front of each section. The sections are labeled with roman numerals.

A variety of information is presented within each section. As much as possible, like items were grouped together in the sections. These groupings are identified by capital letters. Pages within each grouping or part are numbered. Thus, when a search is made for a particular piece of information you will have to determine the section, part within the section, and the page. For example, if you wanted to find a map of the campus, you would turn to I-E-1. This page is located in Section I, part E, page 1.

As revisions or additions are made it may be necessary to insert two or more pages in place of an original page. When this is done, lower case letters will be placed after the page number. For instance, if page I-C-1 was replaced by two pages, these new pages would be labeled I-C-1a and I-C-1b.

New or revised procedures and regulations will be distributed to you through the campus mail. Be sure to insert these materials in the proper place in your handbook. If you do not keep your copy up-to-date, its value and usefulness will be diminshed.

When terminating employment at Stout or going on leave, give your handbook to your immediate supervisor.

THE SPECIAL MISSION

The special character and purpose of the University of Wisconsin-Stout can be further delineated by the following statements of its particular goals and responsibilities:

(a) The University should offer focused undergraduate institutionwide programs relating to professional careers in industry, technology, home economics, applied art, teacher education and the helping professions* with the goal of meeting statewide needs for specialized curricula in these areas.

(b) The University should offer selected basic graduate programs in its special mission areas.

(c) The University should provide trans-disciplinary programs which center upon the study of human development and interpersonal relationships, efficient practices of man in industry and education, and the relationship of man to technology, vocation, and society.

(d) The University programs will include a core of liberal arts to enhance, add meaning, and provide a foundation for the specialties of this University rather than programs with majors in the traditional arts and sciences.

(e) The University should experiment with new educational strategies and instructional technologies in the interest of improving the learning process.

(f) The University should develop appropriate interinstitutional relationships within the region and state, and with the Wisconsin Vocational, Technical and Adult Education System.

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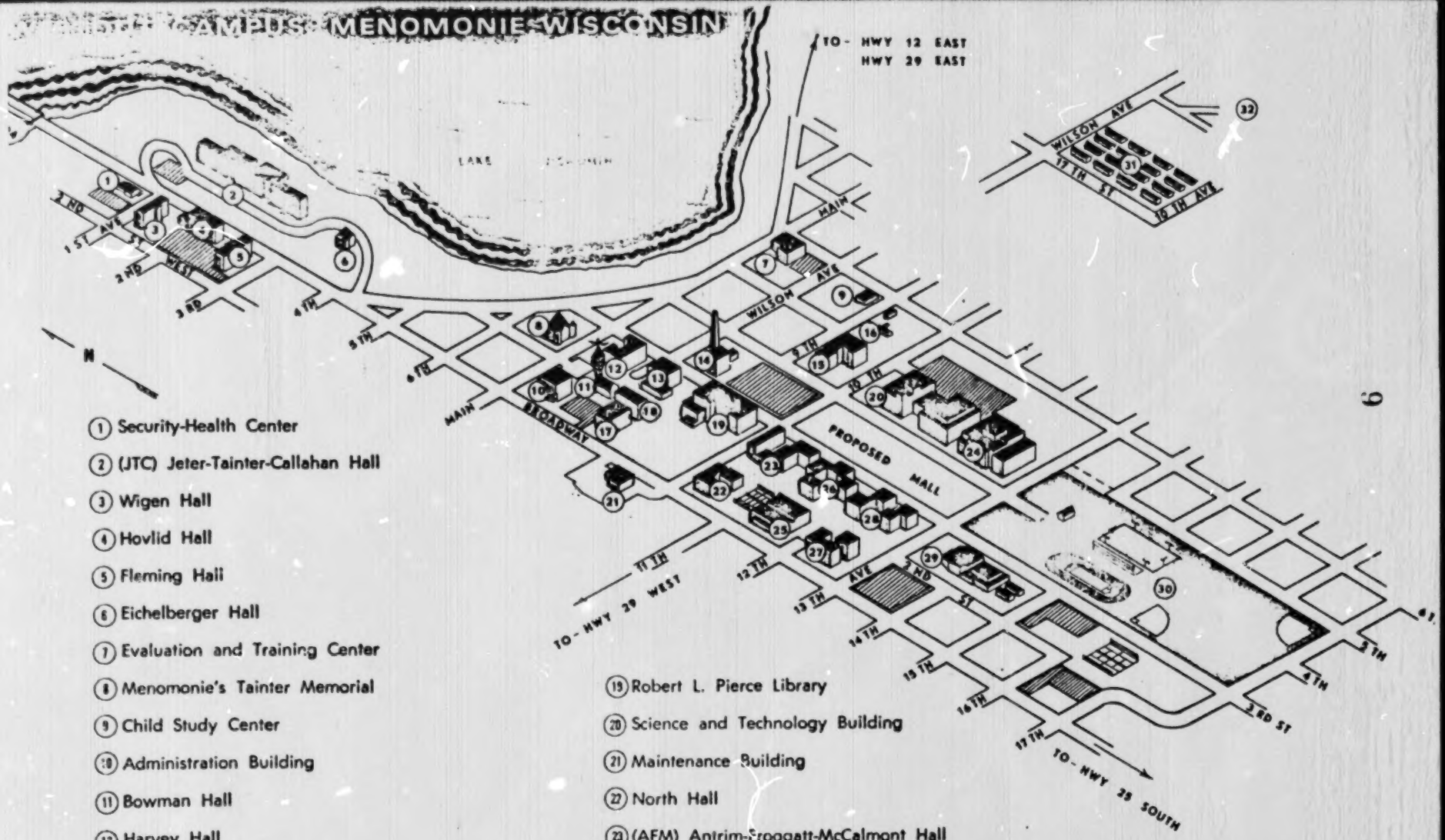
*such as vocational rehabilitation and guidance



(1) Security-Health Center
(2) (JTC) Jeter-Tainter-Callahan Hall
(3) Wigen Hall
(4) Hovlid Hall
(5) Fleming Hall
(6) Eichelberger Hall
(7) Evaluation and Training Center
(8) Menomonie's Tainter Memorial
(9) Child Study Center
(10) Administration Building
(11) Bowman Hall
(12) Harvey Hall
(13) Memorial Student Center
(14) Frykland Hall
(14) Heating Plant
(15) Home Economics Center
(16) Arnon House
(17) Communications Center
(18) Ray Hall
(19) Robert L. Pierce Library
(20) Science and Technology Building
(21) Maintenance Building
(22) North Hall
(23) (AFM) Antrim-Froggatt-McCalmont Hall
(23) Graduate College
(24) Applied Arts Center
(25) The Commons
(26) (CKTO) Curran-Kranzusch-Tustison-Oetting Hall
(27) South Hall
(28) (HKMC, en-Keith-Milnes – Chinnock Hall
(29) Johnson Fieldhouse
(30) Nelson Field
(31) Married Student Housing
(32) Fair Oaks Campground

Visitor Parking Permit available, first floor Adm. ation Building, Room 125.

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PURPOSE: The Board of Business & Industrial Advisors of the University of Wisconsin-Stout is an organization of individuals from policy-making levels in the business and industrial community who work with the administrators and faculty of the University to: Foster closer cooperation between business, industry and the University; serve as a sounding board to specific topics at meetings; provide the means by which resources in the business and industrial community and the University can be identified and called upon to assist one another in their respective missions; inform the University of new developments and personnel needs in business and industry; strengthen the status and image of the University of Wisconsin-Stout in the business and industrial community.

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Vice Chairperson: Keith Koch
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For Information Contact: Mr. Jack Wile, Director of
Development & Alumni Services
University of Wisconsin-Stout
Menomonie, WI 54751

Telephone: 715/232-1256

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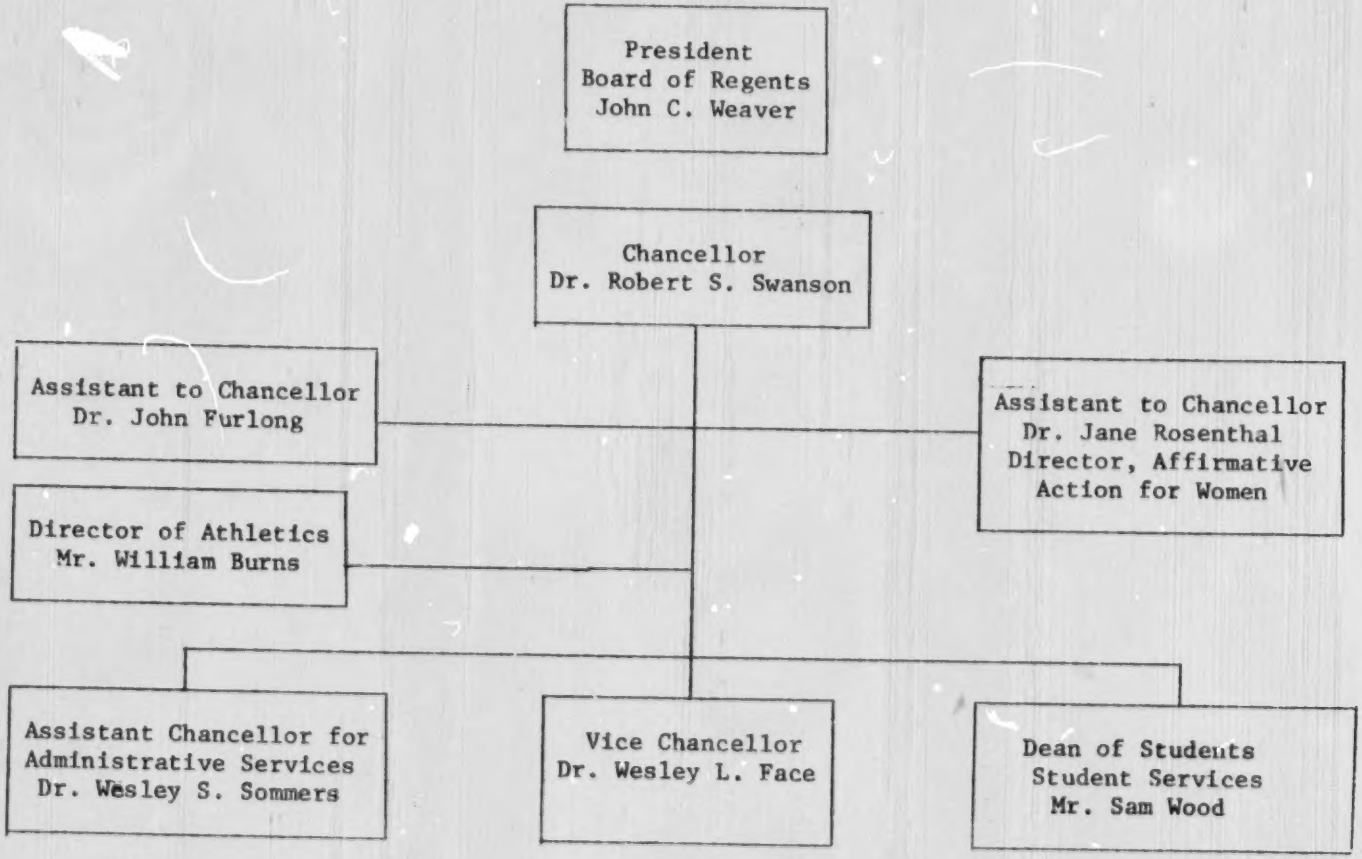
ADMINISTRATIVE STRUCTURE - UNIVERSITY OF WISCONSIN-STOUT
Major Administrative Offices



ADMINISTRATION OF THE UNIVERSITY

Final authority for the administration of all state universities rests with the Board of Regents of the University of Wisconsin. They are responsible for the definition of basic policy and for the selection of the university chancellors to whom certain duties and responsibilities are delegated.

THE CHANCELLORS. The chancellors shall be the executive heads of their respective faculties and institutions and shall be vested with the responsibility of administering board policies under the coordinating direction of the president and be accountable and report to the president and the board on the operation and administration of their institutions. Subject to board policy the chancellors of the institutions in consultation with their faculties shall be responsible for designing curricula and setting degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation and screening candidates for appointment, promotion and tenure; recommending individual merit increases; administering associated auxiliary services; and administering all funds, from whatever source, allocated, generated or intended for use of their institutions.

DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS AT UNIVERSITY OF WISCONSIN-STOUT

Office of the Chancellor

The Chancellor of the University is appointed by, and is responsible to the Board of Regents of Wisconsin State Universities. His delegated duties and responsibilities include the following:

1. Serving as the chief administrative officer and the principal educational officer of the university.
2. Operating and developing the institution as a whole, together with each of its parts.
3. Defining and clarifying the mission and objectives of the institution.
4. Planning, developing, and administering all institutional activity.
5. Developing and maintaining a program of instruction, research, and service in keeping with defined programs in these areas of activity.
6. Recruiting and maintaining a high-quality staff.
7. Selecting, admitting, and supervising the student body.
8. Preparing the necessary financial budgets for submission to the Board of Regents.
9. Developing and maintaining efficient and effective procedures in plant maintenance, purchasing, budgeting, accounting, auditing, and financial reporting.

10. Developing a sound, functional administrative structure for the university to the end that all employees will be properly assigned and supervised.

11. Developing effective channels of communication between and among all staff and student groups in the university.

12. Disseminating information regularly about the University to all groups who should be so informed.

SPECIFIC DUTIES OF MAJOR OFFICERS - UW-STOUT

The administrative structure of the University of Wisconsin-Stout is divided into three major segments:

1. Academic Affairs Administration

2. Student Services Administration

3. Administrative Services Administration

The officers charged with the administration of these functions have certain responsibilities in common. In discharging these common responsibilities, each officer:

1. Serves as a representative of the Chancellor hence, his office is an extension of the Chancellor's Office.

2. Has from the Chancellor in writing, a broad and specific delegation of authority for his area of responsibility which is exercised in conformity with the stated policies and procedures of the University administration.

3. Respects the authority for areas of responsibilities assigned to others by the Chancellor and works with the others in maintaining coordinate relationships where this is necessary in performing related functions.

4. Keeps in mind the mission and objectives of the University and makes recommendations to the Chancellor regarding plans, policies, and procedures in the area of his delegated responsibility.

5. Assumes responsibility for equipping and staffing his unit, subject to concurrence of the Chancellor in order to discharge the responsibilities assigned.

6. Integrates and coordinates the work of the administrative subdivisions within his area of jurisdiction and articulates the work of his area with that of the other three areas of University activity.

7. Provides professional leadership in recruiting and developing staff members in the area of his delegated responsibility.

8. Serves as the major adviser on budget development for his area.

9. Prepares special reports as these may be requested by the Chancellor.

ACADEMIC ADMINISTRATION

The Vice Chancellor is responsible for academic administration, including the closely-related major areas of curriculum instruction, and teaching personnel, and acts as chief administrative officer in the absence of the chancellor.

Curriculum is interpreted here in its broadest sense, referring to all organized degree programs. Instruction refers not only to the process of teaching, but to all the conditions which support and enhance the process. Library facilities, laboratories, audio-visual materials are examples. Teaching personnel administration includes policies and procedures relating to appointments, promotions, tenure, teaching loads, and the like.

The following statements identify, in more specific terms, the delegated responsibilities of the Vice Chancellor.

1. He promotes, encourages and assists the faculties in the several divisions of the University to develop and offer instructional, research and service programs of excellence.

2. In cooperation with his faculties, he formulates criteria for use in establishing instructional departures (honors courses, independent study programs, advanced placement, and the like) and stimulates their use by the constituent units under his direction.

3. In cooperation with the Dean of Students he identifies academic deficiencies in students and endeavors to provide such remedial measures as may be necessary to correct these deficiencies.

4. In cooperation with the appropriate deans, directors, and faculty committees, he directs the establishment of standards for passing courses, for graduation, and for special honors.

5. He is responsible for the adequate provision and use of instructional materials, including library and various types of laboratory equipment, museum and art resources, visual and auditory aids. This is accomplished through the Dean of Learning Resources, the Director of Media Retrieval Services, and the Director of Instructional Technology Services and members of their staff.

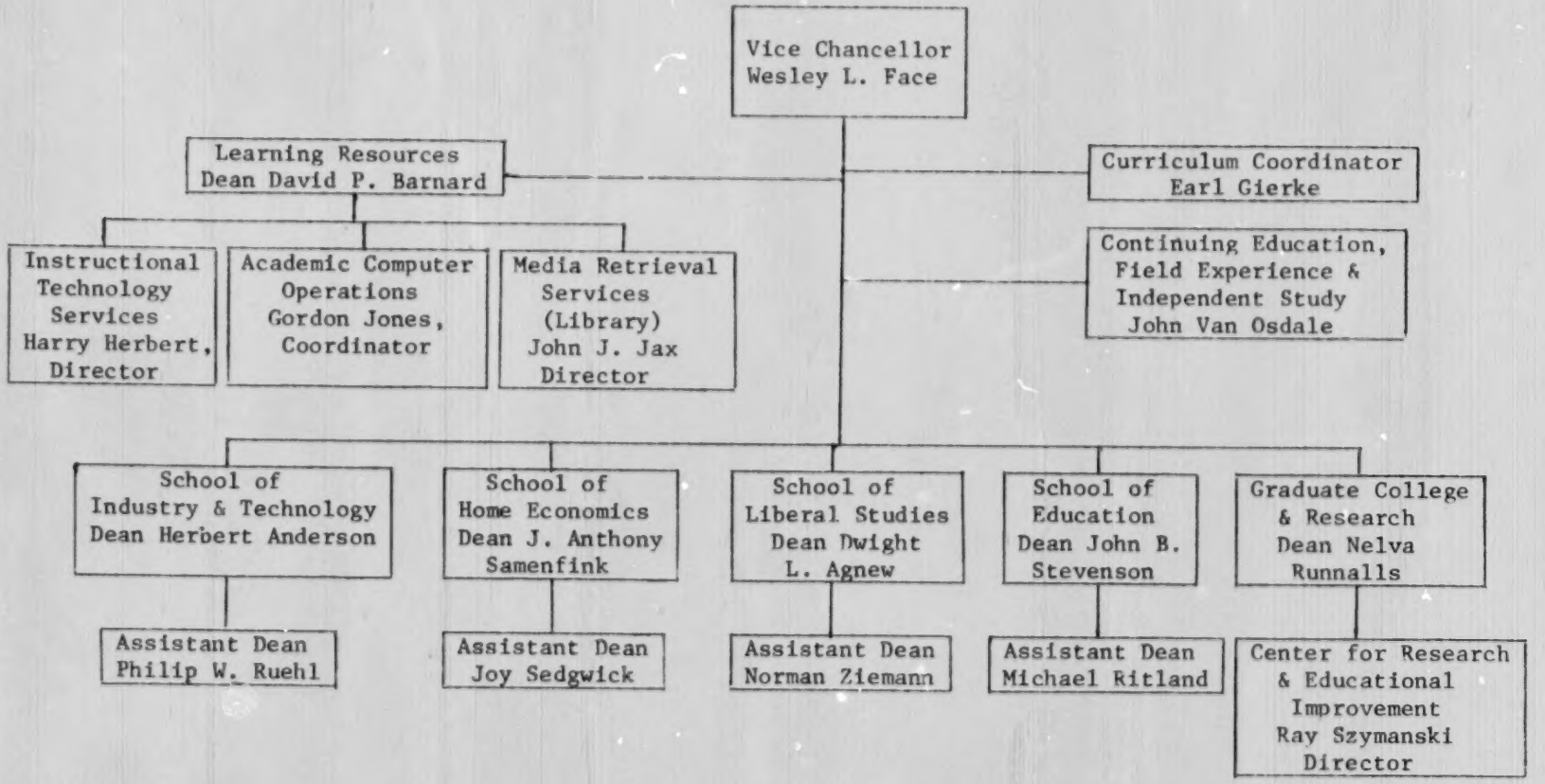
6. He assists the Dean of Students in appraising the effectiveness of academic counseling and in devising both organization and procedures to improve its effectiveness.

7. He works to appraise and improve the academic achievement of students.

8. He coordinates the preparation of, and approves, all material on academic activities which is to appear in the catalog or other official University publication.

9. Operational responsibilities for cross divisional matters and acts in the absence of the Chancellor.

ADMINISTRATIVE STRUCTURE - ACADEMIC AFFAIRS



10. He coordinates the academic offerings in the summer sessions, extension programs, special workshops and other activities which are not a part of the regular University program.

11. He is responsible for developing appropriate position descriptions for these positions under his supervision.

12. He develops such other policies as may be necessary for the sound administration of Academic Affairs.

13. Working with the Chancellor and the Assistant Chancellor for Administrative Services he develops a financial budget for the administration of Academic Affairs and is responsible for the administration of funds allocated to this purpose.

Student Services Administration

The Dean of Students is responsible for admissions and records, new student advisement, counseling and guidance, extra-curricular activities, clus, student publications, religious activities, student government, financial aid, veterans' affairs, health services, housing, food service, and placement, both full-time and part-time. More specifically, his functions and responsibilities include the following:

1. He is responsible for the creation and maintenance of a cultural, social and spiritual environment calculated to encourage the well-rounded development of the individual student.

2. He is responsible for developing policies, procedures, and programs for providing such financial and academic assistance as will enagle students to reach their educational goals.

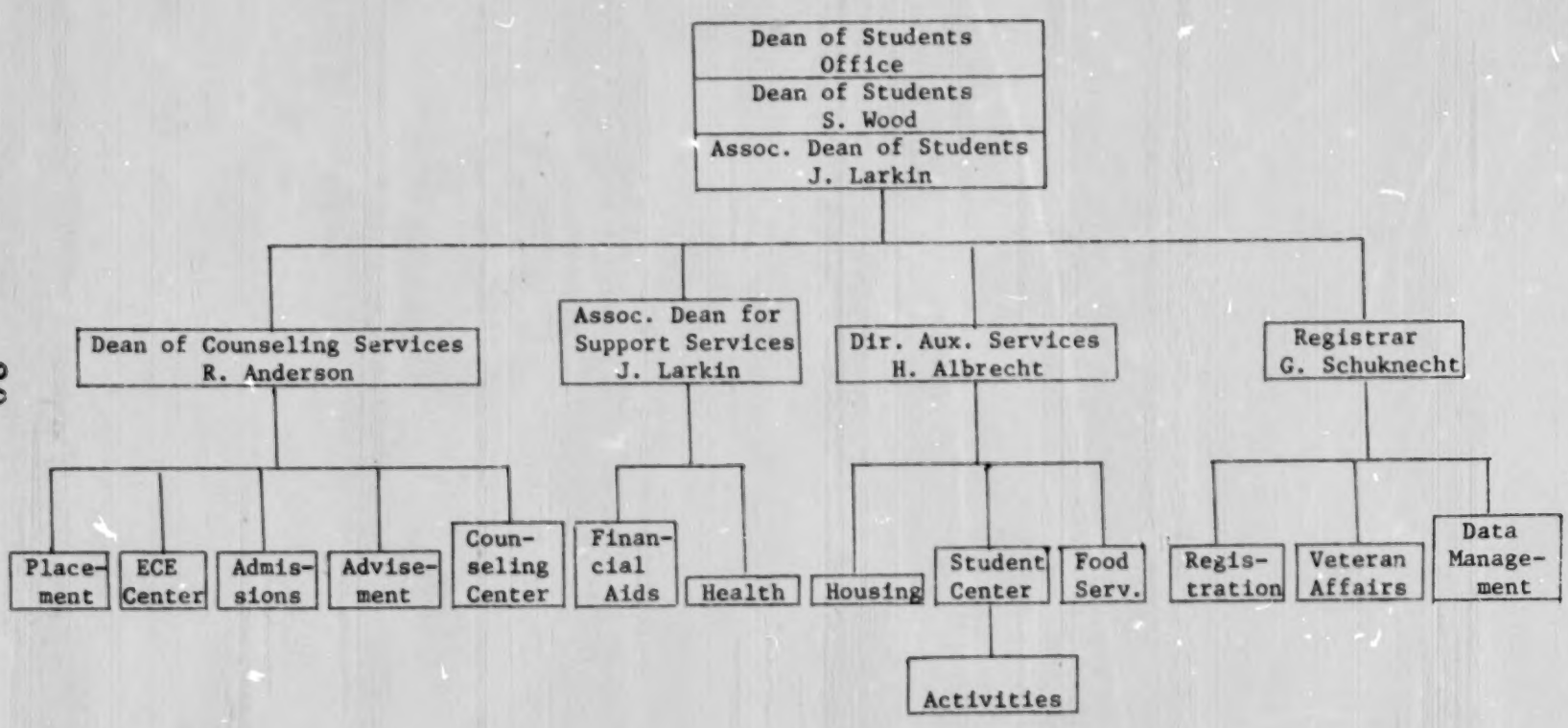
3. He arranges for a continuing flow to the campus of lectures and discussions by leaders in moral, cultural, professional, business, and labor fields, and for stimulating programs in music, drama, dance, and other esthetic arts.

4. Working with student leaders and appropriate university personnel he develops policies and procedures for the encouragement of students to initiate and maintain a defined student government, appropriate student organizations, and student publications which students conduct with a minimum of counsel and control by officials of the institution.

5. He devises a system for the administration of student discipline (with requisite standards governing conduct), including the management of students living in University controlled or related facilities.

6. He determines the duties of all personnel who direct or supervise students in extra-curricular capacities, such as managers and assistants of housing units, feeding establishments, and those who manage health and recreational facilities in cooperation with the Assistant Chancellor for Administrative Services and other University officials as indicated by the circumstances.

STUDENT SERVICES
(February 28, 1974)



7. He develops criteria and procedures governing recruitment, admission, registration, counseling, testing, and placement of students with the help of his own staff and in cooperation with the Vice Chancellor.

8. He studies the causes of student attrition and proposed remedial measures for the consideration of the administration.

9. He coordinates the preparation of, and approves all material on student services which is to appear in the university catalog or other official university publications.

10. He develops appropriate position descriptions for those under his supervision.

11. He develops a sound student services administration for which he is responsible.

Administrative Services Administration

The Asst.Chancellor for Administrative Services is responsible for financial recording, budget preparation and control, coordinating long range resource planning, receipt administration, custody of all funds, purchasing, internal auditing, contracts, payroll, business management auxiliary enterprises, physical plant planning and construction, maintenance and operation of the physical plant, institutional research, data processing services and systems, and the administration of non-academic personnel. The following statements identify, in more specific terms, the delegated responsibilities of the Asst.Chancellor for Administrative Services.

1. He is responsible to the Chancellor for the administration of all the business affairs of the institution and is clearly delegated commensurate authority.

2. He and his staff formulate business policies, develop operating procedures, establish accounting and reporting methods, and coordinate day-to-day business operations.

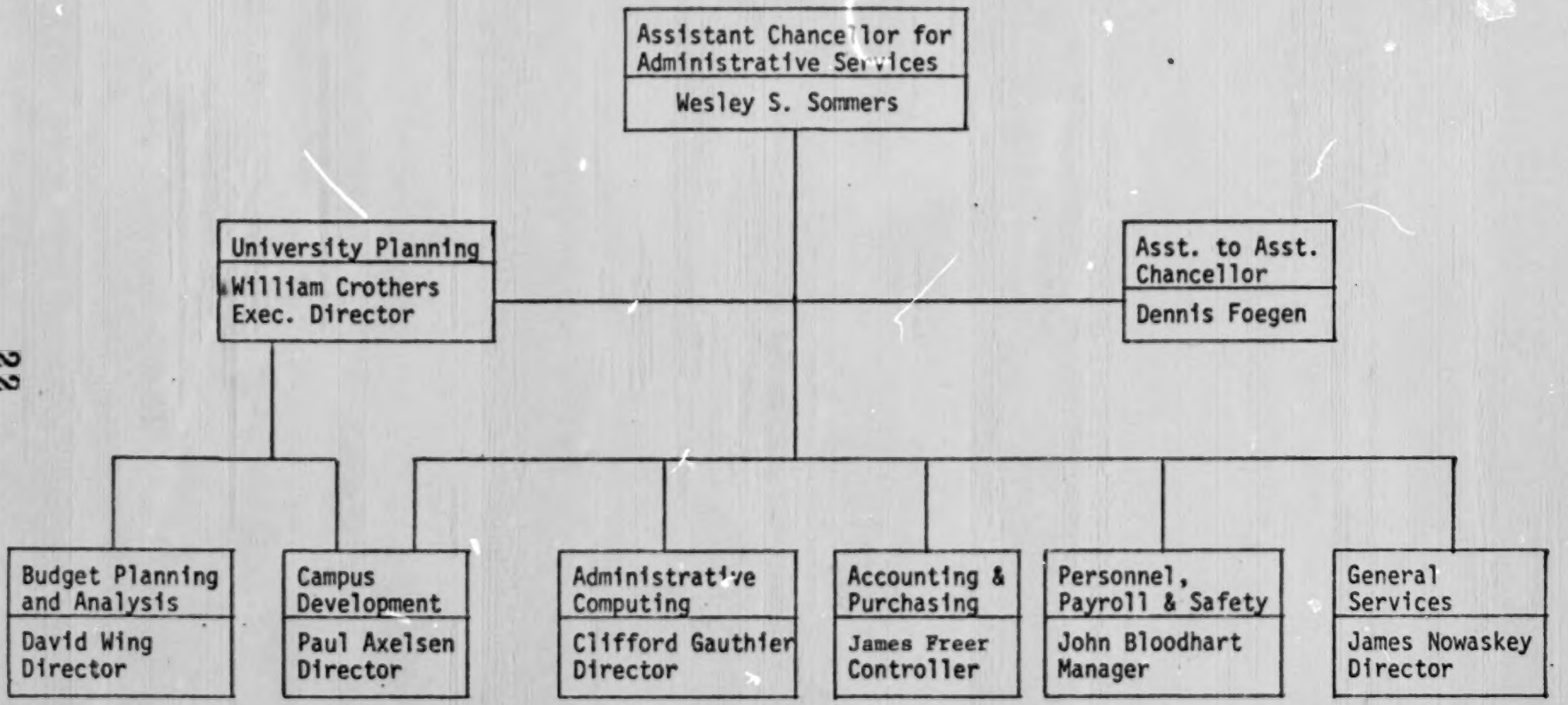
3. He is responsible for the collation, consolidation, and preparation of the final draft of the budget for submission through the Chancellor to the Board of Regents.

4. When the Board of Regents has acted and an operating budget has been prepared and approved, he assists the Chancellor in establishing budgetary controls for the institution.

5. He is responsible for the recruitment and development of non-academic staff.

6. In cooperation with the Dean of Student Services, he formulates policies and procedures governing financial relations with students and with the operation of auxiliary enterprises, such as dormitories, cafeterias, bookstores, recreational facilities, and similar enterprises related to student life.

ADMINISTRATIVE STRUCTURE - ADMINISTRATIVE SERVICES



7. He manages the business phases of auxiliary enterprises and supervises their financial aspects, including student loans, scholarships, credit, the auditing of student organization accounts, food service, housing, and bookstore.

8. Working with the Chancellor, he formulates policies and procedures, and provides for the collection, custody, investment, disbursement, accounting, and auditing of all monies of the University and maintains a system of financial and related statistical reporting.

9. In addition to his responsibility for physical plant operation and maintenance, he formulates policies and procedures for the development and management of the physical plant, including custodial care, sanitation, and fire and police protection.

10. He is responsible for all aspects of campus planning including long range campus development, land acquisition, physical plant, identification of space needs for all University functions, and maintenance of complete space inventories.

11. He promotes the understanding, planning, and operation of the institution by providing data, information, and analytic studies required for decision making.

12. He is responsible for providing new and continuing administrative data processing services; coordinating and developing proposals for all new and changed university data processing services; and, providing reports concerning total university computing services to external agencies.

13. He develops policies and procedures for the procurement of goods and nonpersonal services, including preauditing of acquisitions or rentals, and provision for warehousing, distribution, control, and disposition.

14. He coordinates such service operations as may be carried on in the University and for which responsibility has been assigned him by the Chancellor (duplicating, machine tabulation, mail services, etc.).

15. He prepares an annual report of the financial status of the institution.

16. In cooperation with his staff he develops an appropriate position description for each of his subordinates.

TEXTBOOK RENTAL SERVICE

The Textbook Service is located in the basement of the Robert L. Pierce Library Building. Access is through the west entrance.

Textbook Services provides required textbooks to undergraduate students who pay a rental fee as part of their university fees. Rental fees cannot be applied toward textbook purchases.

Undergraduates can purchase textbooks during book sales as established by Textbook Services, usually at the end of the first and third quarters and midway during the summer months. Books are generally sold at discount rates as follows: after one year of use, a 15 percent discount; after two years of use, a 30 percent discount; after three or more years of use, a 50 percent discount. All books sold by Textbook Services must be identified and stamped "purchased" before sales are official.

Generally, students can purchase a textbook from Textbook Services unless a particular book is out of print, in short supply, or no longer available from suppliers. Department chairmen must notify the Textbook Service of all textbooks which should not be sold to students. Needless to say, "lost" books in this category cannot be controlled.

All textbooks must be returned to Textbook Services by the close of the first day following the end of the quarter or semester or by the first day following the last class of each summer class session. Books not returned by these deadlines are subject to a $1 book fine. Students required to retain their textbooks beyond the normal return due dates in order to complete classroom assignments must present a written statement to that effect signed by the instructor to the Textbook Service.

Students will be assessed the following costs for lost books: during and at the end of the first year, 100 percent of purchase price; during and at the end of the second year, 85 percent of the purchase price; during and at the end of the third year, 70 percent of the purchase price.

Book inventories are available to the faculty upon request from the Textbook Service. It is the responsibility of the faculty to order and maintain the proper number of books necessary to meet classroom requirements (purchase and delivery lead times, depending on availability, must be considered).

Academic departments may purchase books from outside suppliers through Textbook Services in the following manner:

1. Complete the information on the order card which is available at the Textbook Service (the order card designated for Textbook Services is salmon colored).

2. The department chairman's signature is required for:

   a. Additional numbers of existing textbooks

   OR

b. A change in textbooks which have been used at least four full semesters and is more than three years old from the date of purchase.

3. The school dean's signature is required for the purchase of textbooks:

a. Which is in addition to the "one textbook per course", limited to two textbooks per course.

b. When the textbook is less than three years old
and
When the textbook has been used less than four full semesters.

Purchases under 3a and 3b above will be processed only on a funds available basis.

Graduate students do not pay a textbook rental fee and, consequently, are not entitled to use the Textbook Service. Textbooks required in graduate student courses may be purchased at the University Book Store or through non-university sources. Special arrangements for use of undergraduate textbooks for graduate courses may be established through the dean at a cost of $1.25 per credit hour. Use of undergraduate books for graduate courses is permissible only when there are ample numbers available for anticipated undergraduate needs.

Textbook Services provides a copy of the classroom textbooks on a loan basis to faculty members teaching the specific course. These books must be returned to the Textbook Service when no longer needed for classroom instruction. When not in short supply, textbooks may be loaned to faculty on a short-term basis for reference purposes. Departments will be billed for all textbooks not returned to the Textbook Service by departing faculty.

BUDGETS

Budget Preparation

The university budget is a plan of operation state in financial terms. It is an instrument of administration serving as an aid in comprehensive planning.

Each department of the university must provide information delineating both input (resources required) and out-put (accomplishments) to assure that a viable and equitable budget can be prepared. Both input and out-put need to be quantified.

To assist departments in assembling information, and to present budget data in prescribed format to the Chancellor of the University and the Board of Regents, a Budget Advisory Committee (BAC) has been established at Stout. The Budget Advisory Committee consists of the Vice Chancellor and Assistant Chancellor and Dean of Students as voting members. Each division has one additional non-voting representative who serves as a coordinator for the division. The executive Director of University Planning and the Director of Budgeting attend as non-voting members. Two faculty members attend and are eligible to cast one vote on all decisions.

The budget developed by the Budget Advisory Committee must receive the approval of the Chancellor of the university since he is the official designated to defend the document. The Chancellor presents the budget, as developed, to the Board of Regents for approval.

SEARCH AND SCREEN PROCEDURES

Before a vacant position* is filled, an examination of the necessity of the function performed by the person in that position will be made by the administrato and his supervisor. Each position will be evaluated each time it is filled so the resources of the university will be used to the best advantage. If it is determined the position should be filled, the following procedures will be applicable.

The search and screen procedure will be used for the administrative positions of dean and assistant chancellors. The chancellor and assistant chancellor, however, may elect to use the search and screen process for other positions. The filling of staff positions will normally not utilize the search and screen process. The administrator to whom the vacant position would report shall give a charge to the committee which defines the basic job description, including the required qualifications and competencies, and also set limits on the search and screen process.

The committee membership shall be appointed by the chancellor, but the committee will report to the administrator who will supervise the position. The division of the university in which the vacancy exists shall have substantial representation. Other divisions directly concerned with the services rendered by the position to be filled shall have representation.

*"Vacant position" is defined as an opening created by the establishment of a new position or the vacating of an existing position. Generally, a change in administrative title or a redefinition of job responsibilities will not constitute creation of a vacancy. The naming of persons to "acting" positions on a temporary basis will not ordinarily require the use of these procedures.

Committee membership will normally consist of faculty, administration, and students.

1. Faculty - The faculty membership shall be nominated by the Faculty Senate. The faculty representation will include those who will be working directly with the person who is to be employed.
2. Administration - The administrative personnel shall be represented on the committee and normally come from the division in which the vacancy exists.
3. Students - The student membership shall be nominated by the Stout Student Association and/or those most directly affected by the services rendered.
4. Special unique appointments may require representation from other constituencies.

The duties of the Search and Screen Committee are:

1. To elect a chairman of their choosing and to establish basic operating procedures. The chairman should maintain close communication with the administrator to whom the committee reports to assure that appropriate procedures are maintained.
2. To conduct a search for candidates with the needed qualifications and competencies for the position, giving full and appropriate consideration to affirmative action policies.
3. To screen the candidates to the extent the committee is satisfied that those they recommend are qualified for the position.
4. To present to the administration an unranked list of those who are qualified to compete for the appointment. When possible, this should consist of at least three names.

C. FACULTY WELFARE

APPOINTMENTS

Appointments to the faculty of the University of Wisconsin-Stout are made by the Board of Regents upon the recommencation of the Chancellor of the university.

When a vacancy exists, candidates may be suggested by an administrative officer, by the chairman or any member of the department concerned, by advice of any professional organization, or by specialists in the field.

Prospective staff members are selected through cooperative participation of the members and chairman of the department concerned, the dean of the appropriate school or area, the divisional administrator for the appropriate division and the Chancellor.

PROMOTIONS

Recommendations for the promotion of eligible faculty members are made usually upon recommendation of the department administrator, followed by conferences with the deans, assistant chancellor and vice chancellor who make the recommendation to the Chancellor. The Chancellor then presents these recommendations to the Board of Regents for final approval. The Board of Regents' policy for hiring and promotion is given below.

BOARD OF REGENTS' MINIMUM QUALIFICATIONS FOR FACULTY RANK - 8/6/70

Resolved, That the academic ranks, and the proportion of the faculty in each rank, the required minimum qualifications for each rank, and the Educational Preparation Code shall be as follows:

Instructor
- Required: Master's degree or its equivalent. (Minimum educational preparation code 4.)
- Percentage of faculty: 20-40 percent

Assistant Professor
- Required: Master's degree, or equivalent plus one full year of graduate study as measured by the institution where graduate work is applicable in a degree program. (Minimum educational preparation code 3.)
- Percentage of faculty: 25-40 percent

Associate Professor
- Required: Earned Doctor's degree or equivalent. To be eligible for the rank of associate professor the faculty member should have a minimum of five years of teaching or other appropriate experience. (Minimum educational preparation code 1.)
- Percentage of faculty: 25-40 percent

Professor

Required: Earned Ph.D., Ed.D. degree or equivalent. To be eligible for the rank of professor the faculty member should have a minimum of ten years of full-time college-university teaching or other appropriate experience. (Minimum educational preparation code 1.)

Percentage of faculty: 10-25 percent

Lecturer — To be used for appropriate special assignments.

Administrators and specialized faculty personnel may be employed without assignment of rank.

Faculty assistants shall receive annual appointments that do not accrue for tenure, according to Wisconsin Statute 37.31

Required: Bachelor's degree or equivalent. (Minimum educational preparation code 5.)

EDUCATIONAL PREPARATION CODE

The educational preparation code assignment shall be based on the following minimal academic experience pertinent to the teaching assignment.

Code 1. Any of the following three categories qualify for this rating:

a. Ph.D.
b. Ed.D.
c. Earned doctor's degrees equivalent to the Ph.D. and Ed.D. requiring the minimum equivalent of three full years of graduate study beyond the baccalaureate.

Code 2.
a. Earned degrees requiring a minimum of three full years work beyond the baccalaureate degree.
b. All requirements for the doctorate met with the exception of the completion of the dissertation.

Code 3.
a. A Master's degree plus one full year of graduate study as measured by the institution where graduate work is applicable in a degree program.
b. A specialist degree or its equivalent.
c. Two-year Master's degrees.

Code 4. a. Master's degree.

Code 5. a. Bachelor's degree.

Code 6. a. No bachelor's degree.

Promotion is not automatic when minimum experience and training is met.

Exceptions to the above requirement for rank and code may be made by the Board of Regents at the request of the Chancellor in cases where exceptional experience or special credentials comprise the best preparation for instruction in the assigned discipline.

Wisconsin Administrative Code

Personnel Rules for Faculty

University of Wisconsin System

BOARD OF REGENTS
UNIVERSITY OF WISCONSIN SYSTEM
1866 Van Hise Hall
Madison, Wisconsin 53706

INTRODUCTION

Purpose and Structure

The legislature, by section 35.93 and chapter 227, Wis. Stats., 1955, directed the publication of the rules of administrative agencies having rule-making authority in a loose-leaf, continual revision system known as the WISCONSIN ADMINISTRATIVE CODE. The code is kept current by means of new and replacement pages. The pages are issued monthly, together with notices of hearings on proposed rules, emergency rules, new rules, instructions for insertion of new material, and other pertinent information. This monthly service is called the WISCONSIN ADMINISTRATIVE REGISTER, and comes to the subscriber after the 25th of each month.

Availability

The complete code and the upkeep service are distributed to the county law libraries; to the libraries of the University of Wisconsin Law School and Marquette University Law School; to the State Historical Society; to the Legislative Reference Bureau and to the State Law Library, and to certain designated public libraries throughout the state.

The sale and distribution of the code and of its parts is handled by Department of Administration, Document Sales and Distribution, 202 S. Thornton Ave., Madison, Wisconsin 53702.

History Notes

Each page of the code as it was originally filed and printed pursuant to the 1955 legislation, is dated "1-2-56". A rule which is amended or created subsequent to the original printing date is followed by a history note indicating the date and number of the REGISTER in which it was published and the date on which the amendment or the rule became effective. The absence of a history note at the end of a section indicates that the rule has remained unchanged since the original printing in 1956. The date line at the bottom of the page indicates the month in which the page was released.

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Chapter

UWS 1 Definitions of terms used in UWS 1 to UWS 7

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UWS 3 Faculty appointments

UWS 4 Procedures for dismissal

UWS 5 Layoff and termination for reasons of financial emergency

UWS 6 Complaints and grievances

UWS 7 Outside activities

Chapter UWS 1

DEFINITIONS OF TERMS USED IN UWS 1 TO UWS 7

UWS 1.01	Academic staff	UWS 1.05	Faculty status
UWS 1.02	Board of regents or board	UWS 1.06	Institution
		UWS 1.07	University
UWS 1.03	Department	UWS 1.08	Notice periods
UWS 1.04	Faculty		

UWS 1.01 Academic staff. "Academic staff" means professional and administrative personnel, other than faculty and classified staff, with duties and types of appointments that are primarily associated with higher education institutions or their administration.

History: Cr. Register, January, 1975, No. 229, eff. 2–1–75.

UWS 1.02 Board of regents or board. "Board of regents" or "board" means the board of regents of the university of Wisconsin system.

History: Cr. Register, January, 1975, No. 229, eff. 2–1–75.

UWS 1.03 Department. "Department" means a group of faculty members recognized by the faculty and chancellor of the institution, and the board of regents, as dealing with a common field of knowledge or as having a common or closely related disciplinary or interdisciplinary interest.

History: Cr. Register, January, 1975, No. 229, eff. 2–1–75.

UWS 1.04 Faculty. "Faculty" means persons who hold the rank of professor, associate professor, assistant professor, or instructor in an academic department or its functional equivalent in an institution. The appointment of a member of the academic staff may be converted to a faculty appointment in accordance with UWS 3.01 (1) (c).

History: Cr. Register, January, 1975, No. 229, eff. 2–1–75.

UWS 1.05 Faculty status. By action of the appropriate faculty body and chancellor of an institution, members of the academic staff may be designated as having "faculty status." "Faculty status" means a right to participate in faculty governance of an institution in accordance with the rules of the institution. Faculty status does not confer rank or tenure, or convert an academic staff appointment into a faculty appointment.

History: Cr. Register, January, 1975, No. 229, eff. 2–1–75.

UWS 1.06 Institution. "Institution" means any university, or an organizational equivalent designated by the board.

History: Cr. Register, January, 1975, No. 229, eff. 2–1–75.

UWS 1.07 University. "University" means any baccalaureate or graduate degree granting institution.

History: Cr. Register, January, 1975, No. 229, eff. 2–1–75.

UWS 1.08 Notice periods. When an act is required by these rules to be done within a specified number of days:

(a) Day shall mean calendar day,

(b) The first day shall be the day after the event, such as receipt of a notice or conclusion of a hearing,

(c) Each day after the first day shall be counted, except that a Sunday or legal holiday shall not be counted if it would be the final day of the period.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

Chapter UWS 2

FACULTY RULES; COVERAGE AND DELEGATION

UWS 2.01 Rules UWS 2.02 Delegation

UWS 2.01 Rules. Rules in chapters UWS 2 and UWS 3 apply to all faculty appointments made on or after the effective date of these rules. Any person who holds a tenure appointment under former chapters 36 and 37, Wis. Stats. 1971 and related rules shall continue to hold tenure as defined under those chapters and related rules. Any person who holds a probationary appointment under former chapters 36 and 37, Wis. Stats. 1971 and related rules shall continue to enjoy the contractual rights and guarantees as defined under those chapters and related rules, and may elect to be considered for tenure according to the procedures existing under that appointment or under rules and procedures in effect at the time of consideration. The rules in chapters UWS 4 to UWS 7 apply to all appointments to faculty positions regardless of whether the appointment preceded the adoption of these rules.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 2.02 Delegation. Rules and procedures developed pursuant to chapters UWS 3, 4, 5, 6, and 7 by the faculty of each institution shall be forwarded by the chancellor to the president and by the president to the board for its approval prior to their taking effect. Such policies and procedures, unless disapproved or altered by the regents, shall be in force and effect as rules of the regents.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

Chapter UWS 3

FACULTY APPOINTMENTS

UWS 3.01	Types of appointments	UWS 3.07	Nonrenewal of probationary appointments
UWS 3.02	Recruiting	UWS 3.08	Appeal of a nonrenewal decision
UWS 3.03	Appointments—general	UWS 3.09	Notice periods
UWS 3.04	Probationary appointments	UWS 3.10	Absence of proper notification
UWS 3.05	Periodic review	UWS 3.11	Limitation
UWS 3.06	Renewal of appointments and granting of tenure		

UWS 3.01 Types of appointments. (1) Appointments to the faculty are either tenure or probationary appointments. Faculty appointments carry the following titles: professor, associate professor, assistant professor, and instructor.

(a) "Tenure appointment" means an appointment for an unlimited period granted to a ranked faculty member by the board upon the affirmative recommendation of the appropriate academic department, or its functional equivalent, and the chancellor of an institution via the president of the system.

(b) "Probationary appointment" means an appointment by the board upon the affirmative recommendation of the appropriate academic department, or its functional equivalent, and the chancellor of an institution and held by a faculty member during the period which may precede a decision on a tenure appointment.

(c) In accordance with section 36.05 (8), Wis. Stats., academic staff appointments may be converted to faculty appointments by the action of the board upon the recommendation of the appropriate faculty body and the chancellor of an institution. Such faculty appointees shall enjoy all the rights and privileges of faculty.

(d) In accordance with UWS 1.05 members of the academic staff may be given faculty status. Members of the academic staff who have been given faculty status have employment rights under the rules and policies concerning academic staff.

(e) A person holding a faculty appointment under 36.13 and 36.15, Wis. Stats., shall not lose that appointment by accepting a limited appointment for a designated administrative position.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 3.02 Recruiting. The faculty of each institution, after consultation with appropriate students and with the approval of the chancellor, shall develop procedures relating to recruitment of members of the faculty. The procedure shall be consistent with board policy and state and federal laws with respect to nondiscriminatory and affirmative action recruitment. The procedures shall allow maximum flexibility at the departmental, school and college levels to meet particular needs. In all instances the procedures shall provide for departmental peer review and judgment as the operative step in the recruiting process.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 3.03 Appointments—general. The faculty of each institution, after consultation with appropriate students and with the approval of the chancellor, shall develop rules relating to faculty appointments. Each person to whom an appointment is offered must receive an appointment letter in which an authorized official of the institution details the terms and conditions of the appointment, including but not limited to, duration of the appointment, salary, starting date, ending date, general position responsibilities, probation, tenure status, and crediting of prior service. Accompanying this letter shall be an attachment detailing institutional and system rules and procedures relating to faculty appointments. If the appointment is subject to the advance approval of the board, a statement to this effect must be included in the letter.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 3.04 Probationary appointments. Each institution's rules for faculty appointments shall provide for a maximum seven-year probationary period in a full-time position, and may provide for a longer maximum probationary period in a part-time position of at least half time. Such rules may permit appointments with shortened probationary periods or appointments to tenure without a probationary period. Provision shall be made for the appropriate counting of prior service at other institutions and at the institution. A leave of absence, sabbatical leave, or teacher improvement assignment shall not constitute a break in continuous service, nor shall it be included in the probationary period. Tenure is not acquired solely because of years of service.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 3.05 Periodic review. The faculty and chancellor of each institution, after consultation with appropriate students, shall establish rules providing for periodic review of faculty performance.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 3.06 Renewal of appointments and granting of tenure. (1) (a) General. Appointments may be granted only upon the affirmative recommendation of the appropriate academic department, or its functional equivalent, and the chancellor of an institution. When specified by the board, the institutional recommendation shall be transmitted by the president of the system with his recommendation to the board for action. Tenure appointments may be granted to any ranked faculty member who holds or will hold a half-time appointment or more. The proportion of time provided for in the appointment may not be diminished or increased without the mutual consent of the faculty member and the institution, unless the faculty member is dismissed for just cause, pursuant to 36.13 (5), Wis. Stats., or is terminated or laid off pursuant to 36.21, Wis. Stats.

(b) Criteria. Decisions relating to renewal of appointments or recomending of tenure shall be made in accordance with institutional rules and procedures which shall require an evaluation of teaching, research, and professional and public service and contribution to the institution. The relative importance of these functions in the evaluation process shall be decided by departmental, school, college, and institutional faculties in accordance with the mission and needs of the particular institution and its component parts.

Written criteria for these decisions shall be developed by the appropriate institutional faculty bodies.

(c) Procedures. The faculty and chancellor of each institution, after consultation with appropriate students, shall establish rules governing the procedures for renewal or probationary appointments and for recommending tenure. These rules shall provide for written notice of the departmental review to the faculty member at least 20 days prior to the date of the departmental review, and an opportunity to present information on the faculty member's behalf. The probationary faculty member shall be notified in writing within 20 days after each decision at each reviewing level. In the event that a decision is made resulting in nonrenewal, the procedures specified in UWS 3.07 shall be followed.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 3.07 Nonrenewal of probationary appointments. (1) (a) Rules and procedures. The faculty and chancellor of each institution, after consultation with appropriate students, shall establish rules and procedures for dealing with instances in which probationary faculty appointments are not renewed. These rules and procedures shall provide that, upon the timely written request of the faculty member concerned, the department or administrative officer making the decision shall, within a reasonable time, give him or her written reasons for nonrenewal. Such reasons shall become a part of the personnel file of the individual. Further, the rules and procedures shall provide for reconsideration of the initial nonrenewal decision upon timely written request.

(b) Reconsideration. The purpose of reconsideration of a nonrenewal decision shall be to provide an opportunity to a fair and full reconsideration of the nonrenewal decision, and to insure that all relevant material is considered.

1. Such reconsideration shall be undertaken by the individual or body making the nonrenewal decision and shall include, but not be limited to, adequate notice of the time of reconsideration of the decision, an opportunity to respond to the written reasons and to present any written or oral evidence or arguments relevant to the decision, and written notification of the decision resulting from the reconsideration.

2. Reconsideration is not a hearing or an appeal, and shall be nonadversary in nature.

3. In the event that a reconsideration affirms the nonrenewal decision, the procedures specified in UWS 3.08 shall be followed.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 3.08 Appeal of a nonrenewal decision. (1) The faculty and chancellor of each institution, after consultation with appropriate students, shall establish rules and procedures for the appeal of a nonrenewal decision. Such rules and procedures shall provide for the review of a nonrenewal decision by an appropriate standing faculty committee upon written appeal by the faculty member concerned within 20 days of notice that the reconsideration has affirmed the nonrenewal decision (25 days if notice is by first class mail and publication). Such review shall be held not later than 20 days after the request, except that this time limit may be enlarged by mutual consent of the parties, or by order of the review committee. The

faculty member shall be given at least 10 days notice of such review. The burden of proof in such an appeal shall be on the faculty member, and the scope of the review shall be limited to the question of whether the decision was based in any significant degree upon one or more of the following factors, with material prejudice to the individual:

(a) Conduct, expressions, or beliefs which are constitutionally protected, or protected by the principles of academic freedom, or

(b) Factors proscribed by applicable state or federal law regarding fair employment practices, or

(c) Improper consideration of qualifications for reappointment or renewal. For purposes of this section, "improper consideration" shall be deemed to have been given to the qualifications of a faculty member in question if material prejudice resulted because of any of the following:

1. The procedures required by rules of the faculty or board were not followed, or

2. Available data bearing materially on the quality of performance were not considered, or

3. Unfounded, arbitrary or irrelevant assumptions of fact were made about work or conduct.

(2) The appeals committee shall report on the validity of the appeal to the body or official making the nonrenewal decision and to the apprpriate dean and the chancellor.

(3) Such a report may include remedies which may, without limitation because of enumeration, take the form of a reconsideration by the decision maker, a reconsideration by the decision maker under instructions from the committee, or a recommendation to the next higher appointing level. Cases shall be remanded for reconsideration by the decision maker in all instances unless the appeals committee specifically finds that such a remand would serve no useful purpose. The appeals committee shall retain jurisdiction during the pendency of any reconsideration. The decision of the chancellor will be final on such matters.

History: Cr. Register, January, 1975, No. 229, *eff.* 2-1-75.

UWS 3.09 Notice periods. (1) A faculty member who is employed on probationary appointment pursuant to 36.13, Wis. Stats., shall be given written notice of his reappointment or nonreappointment for another academic year in advance of the expiration of his/her current appointment as follows:

(a) When the appointment expires at the end of an academic year, not later than March 1 of the first academic year and not later than December 15 of the second consecutive academic year of service;

(b) If the initial appointment expires during an academic year, at least 3 months prior to its expiration; if a second consecutive appointment terminates during the academic year, at least 6 months prior to its expiration;

(c) After 2 or more years of continuous service at an institution of the university of Wisconsin system, such notice shall be given at least 12 months before the expiration of the appointment.

History: Cr. Register, January, 1975, No. 229, *eff.* 2-1-75.

UWS 3.10 Absence of proper notification. If proper notice is not given in accordance with UWS 3.09 above, the aggrieved faculty member shall be entitled to a one-year terminal appointment. Such appointments, however, shall not result in the achievement of tenure.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 3.11 Limitation. Tenure and probationary appointments are in a particular institution; a tenure appointment is limited to the institution in which the appointment is held, unless another institution has, through normal procedures and explicit agreement, undertaken to share in the appointment. The explicit agreement shall specify both the tenure responsibility and the budget responsibility.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

Chapter UWS 4

PROCEDURES FOR DISMISSAL

UWS 4.01 Dismissal for cause
UWS 4.02 Responsibility for charges
UWS 4.03 Standing faculty committee
UWS 4.04 Hearing
UWS 4.05 Adequate due process
UWS 4.06 Procedural guarantees
UWS 4.07 Recommendations: to the chancellor; to the regents
UWS 4.08 Board review
UWS 4.09 Suspension from duties
UWS 4.10 Date of dismissal

UWS 4.01 Dismissal for cause. (1) Any faculty member having tenure may be dismissed only by the board and only for just cause and only after due notice and hearing. Any faculty member having a probationary appointment may be dismissed prior to the end of his/her term of appointment only by the board and only for just cause and only after due notice and hearing. A decision not to renew a probationary appointment or not to grant tenure does not constitute a dismissal.

(2) A faculty member is entitled to enjoy and exercise all the rights and privileges of a United States citizen, and the rights and privileges of academic freedom as they are generally understood in the academic community. This policy shall be observed in determining whether or not just cause for dismissal exists. The burden of proof of the existence of just cause for a dismissal is on the administration.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 4.02 Responsibility for charges. (1) Whenever the chancellor of an institution within the university of Wisconsin system receives a complaint against a faculty member which he/she deems substantial and which, if true, might lead to dismissal under section UWS 4.01, the chancellor shall within a reasonable time initiate an investigation and shall, prior to reaching a decision on filing charges, offer to discuss the matter informally with the faculty member. A faculty member may be dismissed only after receipt of a written statement of specific charges from the chancellor as the chief administrative officer of the institution and, if a hearing is requested by the faculty member, in accordance with the provisions of this chapter. If the faculty member does not request a hearing, action shall proceed along

normal administrative lines but the provisions of sections 4.02, 4.09, and 4.10 of this chapter shall still apply.

(2) Any formal statement of specific charges for dismissal sent to a faculty member shall be accompanied by a statement of the appeal procedures available to the faculty member.

(3) The statement of charges shall be served personally or by certified mail, return receipt requested. If such service cannot be made within 20 days, service shall be accomplished by first class mail and by publication as if the statement of charges were a summons and the provisions of section 262.06 (1) (c), Wis. Stats., were applicable. Such service by mailing and publication shall be effective as of the first insertion of the notice of statement of charges in the newspaper.

History: Cr. Register, January, 1975, No. 229, eff. 2–1–75.

UWS 4.03 Standing faculty committee. The faculty of each institution shall provide a standing committee charged with hearing dismissal cases and making recommendations under this chapter. This standing faculty committee shall operate as the hearing agent for the board pursuant to section 227.12, Wis. Stats., and conduct the hearing, make a verbatim record of the hearing, prepare a summary of the evidence and transmit such record and summary along with its recommended findings of law and decision to the board according to UWS 4.07.

History: Cr. Register, January, 1975, No. 229, eff. 2–1–75.

UWS 4.04 Hearing. If the faculty member requests a hearing within 20 days of notice of the statement of charges (25 days if notice is by first class mail and publication), such a hearing shall be held not later than 20 days after the request except that this time limit may be enlarged by mutual written consent of the parties, or by order of the hearing committee. The request for a hearing shall be addressed in writing to the chairperson of the standing faculty committee created under UWS 4.03.

History: Cr. Register, January, 1975, No. 229, eff. 2–1–75.

UWS 4.05 Adequate due process. (1) A fair hearing for a faculty member whose dismissal is sought under section UWS 4.01 shall include the following:

(a) Service of written notice of hearing on the specific charges at least 10 days prior to the hearing;

(b) A right to the names of witnesses and of access to documentary evidence upon the basis of which dismissal is sought;

(c) A right to be heard in his/her defense;

(d) A right to counsel and/or other representatives, and to offer witnesses;

(e) A right to confront and cross-examine adverse witnesses;

(f) A verbatim record of all hearings, which might be a sound recording, provided at no cost;

(g) Written findings of fact and decision based on the hearing record;

(h) Admissibility of evidence governed by 227.10, Wis. Stats.

History: Cr. Register, January, 1975, No. 229, eff. 2–1–75.

UWS 4.06 Procedural guarantees. (1) Any hearing held shall comply with the requirements set forth in UWS 4.05. The following requirements shall also be observed:

(a) The burden of proof of the existence of just cause is on the administration or its representatives;

(b) No faculty member who participated in the investigation of allegations leading to the filing of a statement of charges, or in the filing of a statement of charges, or who is a material witness shall be qualified to sit on the committee in that case;

(c) The hearing shall be closed unless the faculty member under charges requests an open hearing, in which case it shall be open (see 66.77, Wis. Stats., Open Meeting Law);

(d) The faculty hearing committee may, on motion of either party, disqualify any one of its members for cause by a majority vote. If one or more of the faculty hearing committee members disqualify themselves or are disqualified, the remaining members may select a number of other members of the faculty equal to the number who have been disqualified to serve, except that alternative methods of replacement may be specified in the rules and procedures adopted by the faculty establishing the standing committee under UWS 4.03;

(e) The faculty hearing committee shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges;

(f) If the faculty hearing committee requests, the chancellor shall provide legal counsel after consulting with the committee concerning its wishes in this regard. The function of legal counsel shall be to advise the committee, consult with them on legal matters, and such other responsibilities as shall be determined by the committee within the provisions of the rules and procedures adopted by the faculty of the institution in establishing the standing faculty committee under section 4.03 of this chapter;

(g) If a proceeding on charges against a faculty member not holding tenure is not concluded before his appointment would expire, he/she may elect that such proceeding be carried to a final decision. Unless he/she so elects in writing, the proceeding shall be discontinued at the expiration of the appointment;

(h) If a faculty member whose dismissal is sought has requested a hearing, discontinuance of the proceeding by the institution is deemed a withdrawal of charges and a finding that the charges were without merit;

(i) Nothing in paragraph (h) shall prevent the settlement of cases by mutual agreement between the administration and the faculty member, with board approval, at any time prior to a final decision by the board;

(j) Adjournment shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 4.07 Recommendations: to the chancellor: to the regents. (1) The faculty hearing committee shall send to the chancellor and to the faculty member concerned, as soon as practicable after conclusion of the hearing, a verbatim record of the testimony and a copy of its report, findings, and recommendations. The committee may determine that while adequate cause for discipline exists, some sanction less severe than dismissal is more appropriate. Within 20 days after receipt of this material the chancellor shall review it and afford the faculty member an opportunity to discuss it. The chancellor shall prepare a written recommendation within 20 days following the meeting with the faculty member, unless his/her proposed recommendation differs substantially from that of the committee. If the chancellor's proposed recommendations differ substantially from those of the faculty hearing committee, the chancellor shall promptly consult the faculty hearing committee and provide the committee with a reasonable opportunity for a written response prior to forwarding his/her recommendation. If the recommendation is for dismissal, the recommendation shall be submitted through the president of the system to the board. A copy of the faculty hearing committee's report and recommendations shall be forwarded through the president of the system to the board along with the chancellor's recommendation. A copy of the chancellor's recommendation shall also be sent to the faculty member concerned and to the faculty committee.

(2) Disciplinary action other than dismissal may be taken by the chancellor, after affording the faculty member an opportunity to be heard on the record, except that, upon written request by the faculty member, such action shall be submitted as a recommendation through the president to the board together with a copy of the faculty hearing committee's report and recommendation.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UW 4.08 Board review. (1) If the chancellor recommends dismissal, the board shall review the record before the faculty hearing committee and provide an opportunity for filing exceptions to the recommendations of the hearing committee or chancellor, and for oral arguments, unless the board decides to drop the charges against the faculty member without a hearing or the faculty member elects to waive a hearing. This hearing shall be closed unless the faculty member requests an open hearing (see 66.77, Wis. Stats., Open Meeting Law).

(2) If, after the hearing, the board decides to take action different from the recommendation of the faculty hearing committee and/or the chancellor, then before taking final action the board shall consult with the faculty hearing committee and/or the chancellor, as appropriate.

(3) If a faculty member whose dismissal is sought does not request a hearing pursuant to UWS 4.04 the board shall take appropriate action upon receipt of the statement of charges and the recommendation of the chancellor.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 4.09 Suspension from duties. Pending the final decision as to his/her dismissal, the faculty member shall not normally be relieved of duties; but if, after consultation with appropriate faculty com-

mittees the chancellor finds that substantial harm to the institution may result if the faculty member is continued in his/her position, the faculty member may be relieved immediately of his/her duties, but his/her salary shall continue until the board makes its decision as to dismissal.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 4.10 Date of dismissal. A decision by the board ordering dismissal shall specify the effective date of the dismissal.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

Chapter UWS 5

LAYOFF AND TERMINATION FOR REASONS OF FINANCIAL EMERGENCY

UWS 5.01	General	UWS 5.12	Review hearing
UWS 5.02	Financial emergency	UWS 5.13	Hearing procedure
UWS 5.03	Layoff and termination	UWS 5.14	Recommendations and review by the board
UWS 5.04	Faculty consultative committee	UWS 5.15	Board review
UWS 5.05	Consultation	UWS 5.16	Layoff status
UWS 5.06	Recommendation to the system president and the board	UWS 5.17	Alternative employment
		UWS 5.18	Reappointment rights
UWS 5.07	Individual designations	UWS 5.19	Retention of rank and salary
UWS 5.08	Seniority	UWS 5.20	Rights of faculty members on layoff
UWS 5.09	Notification		
UWS 5.10	Notification period	UWS 5.21	Systemwide tenure
UWS 5.11	Faculty hearing committee	UWS 5.22	Lack of faculty action

UWS 5.01 General. Notwithstanding 36.13 Wis. Stats., the board may lay off or terminate a tenured faculty member, or lay off or terminate a probationary faculty member prior to the end of his or her appointment, in the event of a financial emergency. Such layoffs or terminations may be made only in accord with the provisions of this chapter, and imply the retention of rights indicated herein. A nonrenewal, regardless of reasons, is not a layoff or termination under this section.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.02 Financial emergency. (1) For the purposes of this chapter, "financial emergency" is a state which may be declared by the board to exist for an institution if and only if the board finds that the following conditions exist:

(a) The total general program operations (GPR/fee) budget of the institution, excluding adjustments for salary/wage increases and for inflationary impact on nonsalary budgets, has been reduced;

(b) Institutional operation within this reduced budget requires a reduction in the number of faculty positions such that tenured faculty must be laid off, or probationary faculty must be laid off prior to the end of their respective appointments. Such a reduction in faculty positions shall be deemed required only if in the board's judgment it will have an effect substantially less detrimental to the institution's ability to fulfill its mission than would other forms of budgetary curtailment available to the institution; and

(c) The procedures described in UWS 5.05 and 5.06 have been followed.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.03 Layoff and termination. For the purposes of this chapter, "layoff" is the indefinite suspension or an involuntary reduction in services and compensation of a faculty member's employment by the university of Wisconsin system. A laid off faculty member retains the rights specified in UWS 5.16 through 5.21, inclusive. For the purposes of this chapter, "termination" is the permanent elimination of a faculty member's employment by the university of Wisconsin system. A terminated faculty member retains rights specified in UWS 5.18 and 5.19.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.04 Faculty consultative committee. The faculty of each institution shall, promptly after the effective date of this chapter, designate or create a standing faculty committee to consult with the chancellor if at any time a declaration of financial emergency is to be considered. The committee shall consist of faculty members of the institution chosen by the faculty in a manner to be determined by the faculty. It is the right and responsibility of this committee to represent the faculty before the board if a declaration of a state of financial emergency for the institution is being considered, and to assure that the procedures of UWS 5.05 and 5.06 are followed.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.05 Consultation. (1) In the event that a declaration of financial emergency is contemplated, the chancellor of the affected institution shall consult with and seek advice from the faculty committee provided for in section 5.04 at least 3 months before the matter is taken to the board. The chancellor and committee shall:

(a) Consider identifiable alternative methods of budget reduction;

(b) Determine whether reductions in faculty positions under the provisions of this chapter can be made with less detriment to the institution's ability to fulfill its mission than would follow from reasonable alternative courses of action;

(c) Determine from which colleges, schools, departments, or programs faculty positions should be eliminated;

(d) Consult with faculties of colleges, schools, departments and programs potentially involved; and

(e) Consult with such other individuals and groups as they feel may be able to provide valuable advice.

(1m) The committee shall prepare a report, with supporting documents, for submission to the chancellor, the faculty senate, or institutional equivalent, and the board.

(2) It shall be the primary responsibility of the faculty of the institution to establish criteria to be used by the chancellor and committee for academic program evaluations and priorities. A decision to curtail or discontinue an academic program for reasons of financial emergency shall be made in accordance with the best interests of students and the overall ability of the institution to fulfill its mission.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.06 Recommendation to the system president and the board. (1) If the chancellor decides to recommend that the board declare a state of financial emergency for his institution, his recommendation to the system president and the board shall be accompanied by a report which shall include the following:

(a) A statement of the procedures followed in arriving at the recommendation, showing compliance with 5.05;

(b) Data clearly demonstrating the need for a reduction of faculty positions in accord with the provisions of this chapter;

(c) An identification of the colleges, schools, departments or program areas in which reductions will be made, with data indicating the appropriateness of such choices;

(d) The report of the faculty committee, expressing its views on these matters; and

(e) A report of any action of the faculty senate or institutional equivalent on this matter.

(2) The chancellor and the chairman of the faculty committee, or their designees, and representatives of affected colleges, schools, departments and programs, may appear before the board at the time the recommendation is considered. Other interested parties may submit in writing alternative recommendations or challenges to any part of the report.

History: Cr. Register January, 1975, No. 229, eff. 2-1-75.

UWS 5.07 Individual designations. Once the board has declared a state of financial emergency it shall be the primary responsibility of the tenured members of the affected department(s) to recommend which individuals are to be laid off. These recommendations shall follow seniority, as provided in UWS 5.08, unless a clear and convincing case is made that program needs dictate other considerations, e.g., the need to maintain diversity of specializations within a department. The department may seek the advice of other groups or individuals in formulating its recommendations. The departmental recommendation shall be forwarded to the chancellor, and the chancellor shall prepare recommendations for the system president and the board, as provided in 5.14.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.08 Seniority. The faculty of each institution shall promptly after the effective date of this chapter, determine the form of seniority that is to be considered. Such a determination shall be effective uniformly throughout the institution. Seniority may be, but is not limited to, the following definitions:

(1) Without regard to rank, with seniority established by total years of service in the institution;

(2) By rank, and within rank according to total years of service in the institution; or

(3) By rank, and within rank, according to length of service in the institution at that rank.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.09 Notification. Each faculty member whose position is recommended for elimination shall receive prompt written notification from the chancellor. This statement of notification shall include:

(1) A summary of the reasons and evidence supporting the declaration of a state of financial emergency and of the reasons and data leading to the choice of the colleges, schools, departments or programs in which reductions are to be made;

(2) A statement of the basis on which the individual position was selected for elimination (if on the basis of seniority, the criterion used and data supporting the choice; if on another basis, the data and reasons supporting that choice);

(3) A statement of the date on which the layoff is to be effective (this must be consistent with the provisions of section 5.10); and

(4) A copy of these rules and such other information or procedural regulations as the chancellor or faculty hearing committee shall deem appropriate.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.10 Notification period. For an academic year appointment the effective date of layoff must coincide with the end of an academic year. For an annual appointment it shall be June 30. In either case notification must be given at least 12 months in advance of the effective date. The notification referred to here is that specified in UWS 5.09 informing the faculty member that his or her position has been recommended for elimination.

During this period, and prior to entering layoff status (see section 5.16), the chancellor may offer as appropriate, and the faculty member may accept:

(a) Terminal leave and early retirement

(b) Relocation leave accompanied by resignation

Acceptance of either of these options will terminate the faculty members association with the university of Wisconsin system at the end of the leave period.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.11 Faculty hearing committee. The faculty of each institution shall, promptly after the effective date of this chapter, establish a committee or designate an existing committee to serve as a hearing committee for the purposes of this chapter. The committee shall consist of faculty members of the institution chosen by the faculty in a manner to be determined by the faculty. This standing faculty committee shall operate as the hearing agent for the board pursuant to section 227.12, Wis. Stats., and conduct the hearing, make a verbatim record of the hearing, prepare a summary of the evidence and transmit such record and summary along with its recommended findings of law and decision to the board according to section UWS 5.14.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.12 Review hearing. (1) A faculty member whose position is recommended for elimination is entitled to a hearing before the faculty hearing committee as to the appropriateness of the decision to lay off that particular individual. The existence of a state of financial emergency and the designation of the colleges, schools, departments or programs in which faculty positions are to be eliminated are not subject to review in the hearing.

(2) A hearing must be requested within 20 days of the receipt by the faculty member of notification of recommended layoff. The request shall state with particularity the grounds to be relied upon in establishing the impropriety of the decision. Relevant information supplementary to that contained in the notification statement may be requested. The question to be considered in the review is whether one or more of the following improper factors entered into the decision to lay off:

(a) Conduct, expressions, or beliefs on the faculty member's part which are constitutionally protected, or protected by the principles of academic freedom; or

(b) Factors proscribed by applicable state or federal law regarding fair employment practices; or

(c) Improper selection of the individual to be laid off. For the purposes of this section, "improper selection" occurs if material prejudice resulted from any of the following:

1. The procedures required by rules of the faculty or board were not followed; or
2. Available data bearing materially on the role of the faculty member in the institution were not considered; or
3. Unfounded or arbitrary assumptions of fact were made; or
4. Immaterial or improper factors other than those specified above entered into the decision.

(3) The faculty member shall present evidence on whether one or more of the improper factors specified above entered into the decision to lay off. The committee shall then consider whether the evidence presented establishes a prima facie case that such factor or factors did enter significantly into the layoff decision. If the committe finds that a prima facie case has not been established, the layoff decision shall be found to have been proper and the hearing shall be ended. The committee shall report this finding to the chancellor and faculty member.

(4) If the committee finds that a prima facie case has been established, the chancellor or his designee shall be entitled to present evidence to support the layoff decision, and, thereafter, the faculty member may present evidence in rebuttal. On the basis of all the evidence presented, the committee shall make its determination as follows:

(a) The committee shall first consider whether one or more of the above specified improper factors entered significantly into the decision to lay off. Unless the committee is convinced that such factors did significantly enter into that decision, the committee shall find the decision to have been proper.

(b) If the committee believes that improper factors may have entered into the decision, but is convinced that the same decision

would have been reached had the error(s) not occurred, it shall find the decision to have been proper.

(c) If the committee is convinced that improper factors entered significantly into and affected the decision, it shall be found to be improper.

(5) The committee shall report its findings and recommendations to the chancellor and the faculty member.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.13 Hearing procedure. (1) If the faculty hearing committee requests, the chancellor shall provide legal counsel to the committee. The hearing shall be closed unless the faculty member whose position has been recommended for elimination requests an open hearing, in which case it shall be open (see 66.77, Wis. Stats., Open Meeting Law).

(2) The faculty hearing committee may, on motion of either party, disqualify any one of its members for cause by a majority vote. If one or more of the faculty hearing committee members disqualify themselves or are disqualified, the remaining members may select a number of other members of the faculty equal to the number who have been disqualified to serve, except that alternative methods of replacement may be specified in the rules and procedures adopted by the faculty establishing the standing committee under UWS 5.11. No faculty member who participated in the decision to lay off or who is a material witness may sit in on the hearing committee.

(3) The faculty member shall be given at least 10 days notice of the hearing; such hearing shall be held not later than 20 days after the request except that this time limit may be extended by mutual consent of the parties or by order of the hearing committee.

(4) The faculty member shall have access to the evidence on which the administration intends to rely to support the decision to lay off, and shall be guaranteed the following minimal procedural safeguards at the hearing:

(a) A right to be heard in his or her own behalf;

(b) A right to counsel and/or other representatives, and to offer witnesses;

(c) A right to confront and cross-examine adverse witnesses;

(d) A verbatim record of the hearing, which might be a sound recording, provided at no cost;

(e) Written findings of fact and decision based on the hearing record; and

(f) Admissibility of evidence governed by 227.10, Wis. Stats.

(5) Adjournments shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.14 Recommendations and review by the board. The recommendations of the chancellor and the recommendations, if any, of the faculty hearing committee, shall be transmitted to the president of the university of Wisconsin system and to the board and acted upon as follows:

(1) If the faculty member has not requested a hearing before the faculty hearing committee, the recommendation shall be deemed proper and shall be reported for information to the system president and the board.

(2) If the faculty member has requested a hearing and the faculty hearing committe has found the decision to be proper, the report of the faculty hearing committee shall be forwarded to the system president and board by the chancellor with his recommendation. The faculty member may request a review by the board, and the board review panel may at its option grant a review. Unless the board review panel grants the request for review, the recommended findings of fact and decision of the standing faculty committee shall be the final decision of the board of regents.

(3) If after a hearing, the faculty hearing committee's recommended findings of fact and decision are that the initial decision was improper, the chancellor shall review the matter and give careful consideration to the committee's finding. If the chancellor accepts the committee's findings the chancellor's decision shall be final. If the chancellor contests the recommended findings that the decision was improper, the verbatim record, a summary of the evidence and the recommended findings of law and decision shall be forwarded to the board review panel (see section UWS 5.15). The chancellor and the faculty member shall be furnished with copies of this material and shall have a reasonable opportunity to file written exceptions to such summary and proposed findings and decision and to argue with respect to them orally and in writing before the board review panel. The board review panel shall hear and decide the case in accordance with section 227.12, Wis. Stats. The decision of the board review panel shall be final.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.15 Board review. A review panel shall be appointed by the president of the board of regents, and shall include 3 members of the board, and 2 nonvoting staff members from the academic affairs office of the university system. The panel shall review the criteria and reasoning of the chancellor and the findings and recommendations of the faculty hearing committee in each case forwarded for its review, and shall reach a decision on the recommendation to be approved. The decision shall be final and binding upon the chancellor and the faculty member affected unless one or more of the regent members of the review panel request that the decision be reviewed by the full board of regents, in which case the record shall be reviewed and a decision reached by the full board.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.16 Layoff status. (1) A faculty member whose position has been eliminated or reduced in accordance with the provisions of this chapter shall, at the end of the appropriate notice period, be placed on layoff status, unless the layoff notice has been rescinded prior to that time.

(2) The faculty member whose notice period has expired, and who is placed on layoff status shall remain on layoff status until:

(a) For probationary faculty, the probationary appointment would have expired under its own terms;

(b) For tenured faculty, one of the following occurs:

1. Reappointment to the position from which laid off. Failure to accept such reappointment would terminate the faculty member's association with the university of Wisconsin system.

2. Acceptance of an alternative continuing position in the university of Wisconsin system. Failure to accept an alternate appointment would not terminate the faculty member's association with the university of Wisconsin system.

3. Resignation.

4. Failure by the affected faculty member to notify the chancellor not later than December 1, of each year while on layoff status as to his/her location, employment status, and desire to remain on layoff status. Failure to provide such notice of desire to remain on layoff status shall terminate the faculty member's association with the university of Wisconsin system.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.17 Alternative employment. Each institution shall devote its best efforts to securing alternative appointments within the institution in positions for which faculty laid off under this chapter are qualified under existing criteria. In addition, the university of Wisconsin system shall provide financial assistance for one year for faculty who are designated for layoff to readapt within the department or within another department of the institution, where such readaptation is feasible. Further, the university of Wisconsin system shall devote its best efforts to insure that faculty members laid off or terminated in any institution shall be made aware of openings within the system.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.18 Reappointment rights. Each institution shall establish administrative procedures and policies to insure that where layoff or terminations occur for reasons of financial emergency, no person may be employed at that institution within 3 years to perform reasonably comparable duties to those of the faculty member laid off or terminated without first offering the laid off or terminated faculty member reappointment without loss of tenure, seniority and other rights. The 3 year period shall be computed from the effective date of layoff as specified in the original notice.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.19 Retention of rank and salary. Any faculty member reappointed within 3 years after layoff or termination shall be reappointed with a rank and salary at least equivalent to his rank and salary when laid off or terminated, together with such other rights and privileges which may have accrued at that time; any faculty member relocated within an institution or within the university of Wisconsin system shall not have either rank or salary adversely affected except by consent at the time of relocation.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.20 Rights of faculty members on layoff. A faculty member on layoff status in accord with the provisions of this chapter has the reemployment rights guaranteed by UWS 5.18 and 5.19, and has the following minimal rights:

(1) Such participation in fringe benefit programs as is allowed by state regulations governing rights of laid off state employees;

(2) Such continued use of campus facilities as is allowed by policies and procedures established by the department and institution; and

(3) Such participation in departmental and institutional activities as is allowed by guidelines established by the department and institution.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.21 Systemwide tenure. The commitment to systemwide tenure within the former chapter 37 institutions shall be honored by those institutions for those eligible under 36.13 (4), Wis. Stats., 1973 in the event of layoff or termination under the provisions of this chapter.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.22 Lack of faculty action. If the faculty of an institution is given due notice of its rights and responsibilities under this chapter, and does not act, the chancellor may act as follows in lieu of the faculty action:

(1) If a faculty committee provided for in UWS 5.04 is not established, the chancellor may consult those members or representatives of the faculty he considers appropriate to satisfy the intent of section UWS 5.05. All departments potentially involved shall be consulted and representatives of the faculty may dispute the chancellor's recommendation for a state of financial emergency before the board.

(2) If the faculty does not act to determine the form of seniority to be followed, the chancellor may designate the form. Such designation shall be effective campuswide and shall be made prior to the declaration by the board of a state of financial emergency.

(3) If an affected department or program does not recommend individuals for layoff or termination following declaration of a state of financial emergency, the chancellor shall determine the individuals to be affected, using such advice as is deemed of value.

(4) If a faculty hearing committee provided for in UWS 5.11 is not established by the faculty, the chancellor may appoint a committee of faculty members to provide this function.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

Chapter UWS 6

COMPLAINTS AND GRIEVANCES

UWS 6.01 Complaints UWS 6.02 Grievances

UWS 6.01 Complaints. The faculty of each institution, with the approval of the chancellor, shall establish rules and procedures to deal with allegations by the administration, students, academic staff members, other faculty members, classified staff members, or members of the public concerning conduct by a faculty member which violates university rules or policies, or which adversely affects the faculty member's performance of his/her obligation to the university but which allegations are not serious enough to warrant dismissal proceedings under UWS chapter 4. Such rules and procedures shall include, but not necessarily be limited to, the following:

(1) Review of and administrative action on the complaint by the chancellor. Administrative action may include dismissing the complaint, invoking an appropriate disciplinary action, or referring the complaint to the standing faculty committee created under (2) below.

(2) Provision for a hearing before a standing faculty committee selected by the faculty of each institution in such manner as they shall determine. Such hearing shall be held at the request of the chancellor or, if the chancellor invokes a disciplinary action, at the request of the faculty member concerned.

(3) Guarantee of adequate due process to include, but not limited to, written notification of the complaint, fair and complete hearing procedures, written statement of findings, transmittal of findings to the faculty member involved and appropriate administrative officials within a reasonable period of time, and prohibition of further jeopardy for the same alleged misconduct after a final decision.

(4) Delineation of the powers of the faculty committee to make recommendations to the chancellor concerning disciplinary action, to recommend dismissal of the complaint, or to recommend referral of the complaint to the appropriate department or administrative officer.

(5) The decision by the chancellor on the recommendations of the committee, or on the complaint in the absence of committee recommendation, shall be final except that the board at its option might grant a review on the record.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 6.02 Grievances. The faculty of each institution shall designate a committee or other appropriate faculty body to hear faculty grievances under rules and procedures established by the faculty of the institution in conjunction with the chancellor; such committee or faculty body shall have the power to conduct hearings and fact-finding related to the grievance, and the authority to recommend solutions to such grievances to the chancellor, and to the board should the matter not be resolved at the institutional level.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

Chapter UWS 7

OUTSIDE ACTIVITIES

UWS 7.01 Outside activities

UWS 7.01 Outside activities. The faculty of each institution, with the approval of the chancellor, shall develop rules and procedures which will effectively govern the performance by a faculty member of activities of an extensive, recurring, or continuing nature outside his/her institutional responsibilties during any period of employment by an institution. Such rules and procedures shall be designed to insure devotion to teaching, research activities and all normal university responsibilities, while permitting broad participation by faculty in public service or endeavors related to their fields of interest. Institutional rules and procedures shall, at a minimum, provide for the following:

(1) Reporting of substantial outside activities;

(2) Notification to faculty members where activities are deemed excessive or improper;

(3) A mechanism for appeal from a decision of impropriety;

(4) Rules concerning the use of university facilities;

(5) Rules concerning absence from regular duties;

(6) Reporting of any intended service as an expert witness in legal proceedings, or as staff, advisor, or consultant to granting agencies.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

STOUT HIRING AND PROMOTIONAL POLICY*

(Revision Proposed by Promotion Policies Committee, October 30, 1969)

Introductory Statement

This statement of General Policies serves as the basic guideline for hiring and promotion at Univ. of Wis. - Stout. The Specific Policies may be used to assist in application of the General Policy. There is nothing to indicate that acquisition of the specific qualifications listed for any rank will bring promotion automatically to that rank. The Administration must still evaluate and make the judgment before the promotion is granted.

General Policies

1. The academic deans and directors and the department chairman may originate and evaluate recommendations for hiring and promotion. The faculty of a department, acting as a whole or through an elected committee, may present faculty members to the academic dean for promotion. The responsibility for granting such promotions rests with the administration of the university.

2. Performance as to teaching competence should be the fundamental consideration in granting promotions. Contribution to the total university and performance as a contributing member of a profession should also be considered.

3. Outstanding and extensive service to the university may be used in highly unusual cases by the administration in lieu of part of the academic education recommended for promotion.

4. Extensive experience relevant to the classroom assignment may be considered for hiring or promotion, and it may be used in highly unusual cases by the administration in lieu of part of the academic education recommended. This may be teaching or non-teaching experience.

5. Individuals given administrative assignments should be hired or promoted on the basis of their qualifying educational training and experience and should be given rank on the same basis.

6. New faculty should not be hired at a rank higher than that held by equally qualified persons already on the staff.

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*Approved by Faculty Senate, July, 1970. Meets or exceeds policy of Board of Regents stated in Resolution 3074 (2/23/68).

7. The number of credits equivalent to one full semester of graduate work shall be defined by the institution granting the credits.

8. Assuming that the qualifications, as described in item 2, are met for the next higher rank, the administration should promote faculty members so the proportion of faculty approaches the upper percentage limits of that rank as allowed by the Board of Regents, as dictated by the needs of the university.

9. Department chairmen should be informed by the administration why an individual who had been recommended was not promoted; the department chairman will inform the individual why the promotion was not made.

10. Faculty members who hold degrees normally considered as terminal in their disciplines (for example, M.F.A.) or registration for special professional competencies in the area of their teaching assignments (C.P.A. or P.E.) should be considered for promotion on the basis of professional qualifications other than the earned doctorate. Evaluation of these qualifications should be made in terms of criteria suitable to their disciplines.

Specific Policies

The purpose of a hiring and promotion policy is to recruit and retain the best possible faculty for the university. In accordance with this purpose, it is intended that excellence or performance as a member of the faculty shall be a fundamental consideration in granting promotions. The following specific policies describe levels of education and experience for promotion to each academic rank.

Promotion Policies

Assistant Professor: A person may be promoted to the rank of Assistant Professor if he has the following qualifications:

1) A Master's degree plus one full year of graduate work or 30 semester hours and
2) At least 4 years of teaching experience and/or relevant work experience.

OR

1) An earned Doctor's degree (also see General Policy Statement number 10 for other formal qualifications) and evidence of excellence as indicated in General Policy Statement number 2.

Associate Professor: A person may be promoted to the rank of Associate Professor if he has the following qualifications:

1) A Master's degree plus two full years of graduate work, and
2) At least nine years of teaching experience and/or relevant work experience.

OR

1) A Master's degree plus the completion of all the requirements of an earned Doctor's degree except the required dissertation, and
2) At least six years of teaching experience and/or relevant work experience.

OR

1) An earned Doctor's degree (also see General Policy Statement number 10 for other formal qualifications) and
2) At least five years of teaching and/or relevant work experience showing evidence of excellence as indicated in General Policy Statement number 2.

Professor: A person may be promoted to the rank of Professor if he has the following qualifications:

1) An earned Doctor's degree (also see General Policy Statement number 10 for other formal qualifications) and
2) At least seven years of teaching and/or relevant work experience showing evidence of excellence as indicated in General Policy Statement number 2, with five years of this experience consisting of teaching at the college or university level.

Hiring Policies

Instructor: A person may be hired at the rank of Instructor if he has:

1) A Master's degree
2) It is recommended that such a person have experience in teaching and/or relevant work experience.

Assistant Professor: A person may be hired at the rank of Assistant Professor if he has the following qualifications:

1) A Master's degree plus one full year of graduate work or 30 semester hours and
2) At least five years of teaching experience and/or relevant work experience.

OR

1) An earned Doctor's degree (also see General Policy Statement number 10 for other formal qualifications) and evidence of excellence as indicated in General Policy Statement number 2.

Associate Professor: A person may be hired at the rank of Associate Professor if he has the following qualifications:

1) A Master's degree plus two full years of graduate work, and at least ten years of teaching experience and/or relevant work experience.

OR

1) A Master's degree plus the completion of all requirements of an earned Doctor's degree except the required dissertation, and
2) At least seven years of teaching experience and/or relevant work experience.

OR

1) An earned Doctor's degree (also see General Policy Statement number 10 for other formal qualifications) and
2) At least five years of teaching and/or relevant work experience showing evidence of excellence as indicated in General Policy Statement number 2.

Professor: A person hired as a Professor should be a person of unusually high ability who has distinguished himself in his field; and has proven expertise or has shown exceptional achievement. Such a person may be hired at the rank of Professor if he has the following qualifications:

1) An earned Doctor's degree (also see General Policy Statement number 10 for other formal qualifications), and
2) At least seven years of teaching and/or relevant work experience showing evidence of excellence as indicated in General Policy Statement number 2, with five years of this experience consisting of teaching at the college or university level.

GUIDELINES FOR DEVELOPING PROCEDURES RELATED TO HIRING, RETENTION, NON-RETENTION AND TENURE

Guidelines Regarding Hiring

The existing full time faculty of each division, school and/or department shall devise and implement a procedure for hiring of new staff members. This procedure should include the following features:

(1) The faculty shall help determine abilities, interests and qualifications applicants should have.

(2) The faculty shall help determine the procedures used in search for suitable applicants. While the dean and/or chairman is normally expected to negotiate with applicants, any staff member should feel free to suggest possible applicants.

(3) The division, school and/or departmental procedure shall specify the manner in which the faculty shall be involved in the selection process, taking into consideration the availability of the faculty during the hiring process.

Guidelines Regarding Retention and Non-Retention

The full time faculty who have been retained by each division, school and/or department shall devise and implement a procedure for evaluation of the work of a probationary staff member in order to help him maximize his contribution to the work of the department. These procedures should be consistent with the regulations of the Board of Regents.

(1) This evaluation procedure should be carried out frequently enough that the probationary staff member has several opportunities to know and profit from the feelings of his colleagues during the probationary period.

(2) A climate of mutual help among staff members should be developed such that if the faculty reaches the conclusion that the best interests of the department will be served by not retaining the probationary staff member, the probationary staff member should normally be expected to previously have been aware that his work has been deficient in the eyes of his colleagues.

(3) The procedure should include provisions for student input as a part of the evaluation process.

Guidelines Regarding Tenure

The full time tenured faculty of each division, school and/or department shall devise and implement a procedure for recommending whether a probationary staff member should be granted tenure at the termination of the probationary period. These procedures should be consistent with the regulations of the Board of Regents.

SUMMARY OF BOARD OF REGENTS AND STOUT PROMOTION POLICIES *
4/18/72

Faculty Rank	Board of Regents Policy-8/6/70		UW-Stout Policy-10/30/69	
	Academic Prep.	Teaching Experience	Academic Prep.	Teaching Experience
Instructor	M or equiv.	-	M	Recommended
Assistant Professor	M + one yr. grad. study	-	M + one yr. grad. work or 30 S.H.	4 yrs. tchg. exp. and/or relevant work experience
			OR	
			Earned doctorate and evidence of excellence as indicated in General Policy Statement #2.	
Associate Professor	D or equiv.	5	M + 2 yrs. grad. work	9 yrs. tchg. exp. and/or relevant work experience
			OR	
			ABD	6 yrs. tchg. exp. and/or relevant work experience.
			OR	
			D (See policy statement 10)	5 yrs. tchg. exper. and/or relevant work experience.
Professor	D or equiv.	10	D (See policy statement 10)	7 yrs. (See policy statement No. 2) 5 yrs. of experience must be at college or university level.

*These are Board minimums--some modifications have been made to this. The UW-Stout policy is the basic guideline for promotion.

HIRING AND RETENTION OF SPOUSES

University of Wisconsin-Stout Policy

The policy regarding the hiring and retention of, or granting tenure, to a faculty member's wife or husband at University of Wisconsin-Stout is:

1. Any applicant for a position be evaluated on his/her qualifications for the position.

2. Salary and/or rank be in line with other staff with similar qualifications.

3. A husband or wife not be hired or retained in a position in which the other spouse could influence the promotion or salary determination of the partner.

NEPOTISM POLICY

See green sheet following this page.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

See green sheet following this page.

TENURE, DISMISSAL, NON-RETENTION, RESIGNATIONS, AND RETIREMENT

Tenure

This resolution applies to everyone employed prior to November 25, 1969.

(1) All teachers in any state university shall be employed on probation. The employment shall be permanent, during efficiency and good behavior, after 4 years of continuous service in the state university system as a teacher. An official leave of absence shall not constitute a break in continuous service, nor shall it count toward the 4 years required to attain tenure. No teacher who has become permanently employed as herein provided, shall be discharged except for cause upon written charges. Within 30 days of receiving the written charges, such teacher may appeal the discharge by a written notice to the President of the Board of Regents of the University of Wisconsin System. The Board shall cause the charges to be investigated, hear the case and provide such teacher with a written statement as to their decision. The action and decision of the Board in the matter shall be final. The term "teachers" as used in this section includes all persons engaged in teaching as their principal occupation but shall not include any university chancellor or acting chancellor in his capacity as chancellor of any of the state universities.

The following resolution applies to everyone employed after November 25, 1969, but before July 9, 1975.

37.31 (1) (a) All teachers in any state university shall initially be employed on probation. The employment shall be permanent, during efficiency and good behavior, after appointment and acceptance thereof for a sixth consecutive year in the state university system as a teacher. An official leave of absence, part-time or full time, or a teacher improvement assignment whall not constitute a break in continuous service, nor shall it count toward the time required to attain tenure.

(b) The employment of a teacher who has become permanently employed under this section may not be terminated involuntarily, except for cause upon written charges. Within 20 days of receiving the written notice that his employment has been terminated, such permanently employed teacher may appeal the termination to the board of regents by a written notice to the president of the board of regents. The board of regents shall hear the case and provide such teacher with a written statement as to its decision. The action and decision of the board of regents in the matter shall be final, subject to judicial review under ch. 227. The board of regents shall prescribe by rule, pursuant to ch. 227, dates on or before which teachers employed on probation shall be given written notice of reappointment or non-reappointment for another academic year, procedures to be followed with respect to the giving of notice and opportunity to be heard when the employment of a teacher who has become permanently employed is involuntarily terminated and notice and review of any such termination. The board of regents shall also prescribe by rule the procedure for giving a teacher who has not acquired tenure under this section an opportunity to be heard in case his employment is terminated or it is proposed to terminate his employment before the end of the period for which he has been employed, but the decision of the chancellor of the university or the board of regents in such a case shall not be subject to judicial review.

(c) In this section "teachers" includes all persons engaged full time in teaching, as defined in s. 42.20 (14), as their principal occupation, excluding faculty assistants, but shall not include any state university chancellor or acting chancellor in his capacity as chancellor of any of the state universities.

Section 2. 37.31 (1m) of the statutes is created to read:

37.31 (1m) A teacher shall lose tenure upon discharge or resignation from the state university system. A resignation withdrawn and the withdrawal accepted by the board before the beginning of the next school semester, not including the summer session, shall not be considered as voiding tenure. A teacher losing tenure must upon re-employment serve another probation period.

UNIVERSITY OF WISCONSIN SYSTEM

NEPOTISM POLICY

Adopted June 9, 1972

The University of Wisconsin System acts in accord with the public policy of the state to encourage and foster to the fullest extent practicable, the employment of . . . properly qualified persons regardless of their age, race, creed, color, handicap, sex, national origin or ancestry.

(Wisconsin Statutes 111.31)

In selecting persons for employment, the applicant best qualified and available to perform in the position should, without exception, receive the offer of employment. No restriction is placed on hiring persons related through affinity or consanguinity. However, to avoid possible conflict of interest, which may result from peer judgment or administrative review procedures, a person so related must not participate either formally or informally in decisions to hire, retain, grant tenure, promote or determine the salary of the other person.

* * *

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

Adopted February 7, 1975
(As part of UW System Planning Principles)

1. In line with its Regent-approved policies on equal opportunity and affirmative action, the System has as its affirmative action goal the placement of minority group persons and women in all of its Institutions and offices in numbers proportional to the available pool of such qualified persons.

2. The System has as a further goal the development of academic programs and policies which will foster the opportunity of minorities and women to enter and complete programs throughout the System. Major objectives of the System planning effort include the development of procedures which will insure:

   a. That the System and its constituent Institutions shall maintain within the Regents' and administrative policies, equal opportunity and affirmative action programs relative to the employment of all persons in the System.

   b. That the System and its Institutions will provide academic support services suitable to encouraging the entry of minority and women students into the several programs of the Institutions, and to facilitating their successful completion of such programs. The UW System's 1975-85 long range plans should be based on the following broad guidelines.

      (1) General planning emphasis shall be placed on both the numbers of minority and women students entering the System, as well as on the numbers successfully completing stated educational objectives.

      (2) Special planning emphasis shall be placed on increasing the distribution of minority students and women among the varied academic and professional programs of the System.

   c. That the System and its Institutions will encourage faculty in their research, scholarly activity, and teaching to replace with accurate knowledge and residue of stereotyped perspectives concerning minorities or women, and to maximize inter-group understanding.

* * *

RESTATEMENT OF POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

Adopted August 15, 1975

PART I - POLICY STATEMENT

It is and continues to be the policy of the University of Wisconsin System to adopt and support measures designed to prevent and eliminate discrimination against employees and prospective employees of the University of Wisconsin System on the basis of race, color, religion, sex, national origin, age, or physical handicap.

As a part of this policy the University of Wisconsin System is committed to the implementation of affirmative action employment programs to recruit, employ, and promote qualified women and minorities.

Therefore, the Board of Regents of the University of Wisconsin has resolved that the System administrators and the University faculties shall continue to take such steps as may be necessary to accelerate the final elimination of any and all vestiges of discrimination because of race, color, religion, sex, national origin, age, or physical handicap that may still exist in the employment policies, practices and/or procedures of the University of Wisconsin System.

PART II - GUIDELINES FOR POLICY IMPLEMENTATION

Basic Requirements - Each institution shall:

1. Examine all employment policies, practices, and procedures dealing with recruiting, interviewing, testing, screening, selection, placement, classification, evaluation, transfer, promotion, training, compensation, fringe benefits, layoffs, and terminations for discrimination on the basis of race, color, religion, sex, national origin, age, or physical handicap and take remedial action to correct such discrimination if found to exist.

2. Maintain a written affirmative action plan for the recruitment, employment, and promotion of women and minorities in accordance with System affirmative action guidelines and federal and state laws. Make the plan readily available for reference

in campus libraries and affirmative action offices. Make summaries of affirmative action plans available for distribution upon request or through campus publications. Update the plan as necessary to keep it current. Prepare affirmative action progress reports for distribution at least once a year.

3. Establish an affirmative action committee (or committees, as appropriate) composed of faculty, academic staff, classified employees, and students to advise the administration on affirmative action needs and concerns.

4. Establish and publish effective grievance procedures for addressing discrimination complaints.

The Affirmative Action Plan - The Plan shall contain, as a minimum, the following components:

1. A policy reflecting the institution's commitment to equal employment opportunity and an account of when, how, and to whom copies of the plan are distributed.

2. A description of who is responsible for the implementation and monitoring of the affirmative action plan, including the specific responsibilities of the affirmative action staff, institutional administrators, deans, department chairpersons, and line supervisors.

3. A description of the procedures established for monitoring the plan and for measuring program effectiveness.

4. A description of the affirmative action procedures to be followed in the recruitment, employment, and promotion of women and minorities.

5. A profile of the number and percent of women and minority employees by department, rank, and/or classification.

6. The identification of underrepresentation of women and minorities by department, rank, and/or classification. ("Underrepresentation" is defined as having fewer women and/or minorities in a particular department, rank, or classification than would be reasonably expected by their availability.)

7. Identification of availability–data sources used for measuring underrepresentation.

8. The establishment of realistic goals and timetables relative to expected accretion potentials for overcoming the underutilization of women and minorities.

9. A review of promotional patterns to determine if the rate of advancement for women and minorities as a group has been equal to that of other employees as a group.

10. An account of the procedures by which salary equity is measured and maintained.

11. A description of training programs designed to assist in the promotion of women and minorities.

A system affirmative action progress report shall be made annually to the Board of Regents through the System President.

* * *

Equal Employment Opportunity Policies

University of Wisconsin System

Resignations

Not only should tenure provide security for the individual teacher, but also safeguard the best interests of the university. Therefore, "Notification of resignation by a college teacher ought, in general, to be early enough to obviate serious embarrassment to the institution, the length of time necessarily varying with the circumstances of his particular case."

"Subject to this general principle it would seem appropriate that a professor or an associate professor should ordinarily give not less than four month's notice and an assistant professor or instructor not less than three month's notice."*

Retirement

Section 37.31 (2)

"Compulsory retirement of each teacher covered by this section shall be automatic upon the thirtieth day of June next succeeding the seventieth birthday of such teacher."

Below are retirement age provisions operative in the University of Wisconsin System beginning on July 9, 1974. (Reference: Donald Percy Memo to Chancellors dated September 5, 1975)

1. For new FACULTY appointments on and after July 9, 1974 under provisions of the new Chapter 36, Wis. Stats.:

   a. Former UW Institutions: Age 70 (Section 11.01, Laws and Regulations of U.W.)

   b. Former WSU Institutions:* No provision (Section 37.31(2), Wis. Stats, repealed)

   Note: Whatever retirement age policy is subsequently adopted for the UW System will apply to these appointees.

   *Former WSU Branch Campuses: Since these four campuses were merged into the UW Center System on July 1, 1972 the provision in 1.a. above applies to appointees on or after that date (i.e. age 70)

2. For all FACULTY empoyees whose appointment pre-dates July 9, 1974:

   The retirement age is 70

3. For all ACADEMIC STAFF employees regardless of appointment date:

   There was no pre-merger retirement policy; thus whatever policy is subsequently adopted for the System will apply.

STATE TEACHERS RETIREMENT BOARD

CHAPTER TR 3: MEMBERSHIP

TR 3.01 Principal occupation
TR 3.02 Teacher
TR 3.03 Eligibility of part-time teaching assistants-University of Wisconsin
TR 3.04 Eligibility of part-time teachers
3.05 Eligibility; part-time; substitu
3.06 Election to participate in th variable annuity division
3.07 Creditable service

TR 3.01 Principal occupation. Teaching is a person's principal occupation if the person is teaching 50% of more of what is considered a normal load of a regular full-time teacher with the same employer. Teaching is not a person's principal occupation when engaged for less than this amount.

History: 1-2-56; am. Register, April, 1973, No. 208, eff. 5-1-73; r. and recr. Register, May, 1975, No. 233, eff. 6-1-75.

TR 3.02 Teacher. (1) Except where a period of less than a month is a portion of a longer period of continuous employment as a "teacher", a month will be the unit considered in making determination of whether or not a person is employed as a "teacher".

(2) Beginning July 1, 1975 a person on a paid leave of absence from a teaching position shall continue to qualify as a teacher.

(a) If the compensation for such leave is less than the compensation earned during the member's immediately preceding service with the employer paying for such leave, in a time period of the same length as the leave, then the creditable service shall be computed by dividing the compensation for the leave by the compensation earned in the preceding period and multiplying the result by the service earned in the preceding period.

(b) If the compensation for such leave is equal to or greater than the compensation for such preceding service, then the creditable service earned shall be the same as in such preceding period.

History: 1-2-56; r. and recr. Register, May, 1975, No. 233, eff. 6-1-75.

TR 3.03 Eligibility of part-time teaching assistants-University of Wisconsin. Part-time assistants performing teaching duties at the University of Wisconsin are not eligible to make retirement deposits in the state teachers retirement fund.

TR 3.04 Eligibility of part-time teachers. If a person is engaged in "teaching" and in another occupation, and if his "teaching" amounts to 50% of more of what is considered a normal load of full-time teaching in the same school, state university or university and is also 50% or more of his regular full-time work, he will come within the provisions of the retirement law but contributions will be made on the basis of the proportion of salary earned from covered employment only and the employer in each case will have to certify or indicate what percentage of his load is "teaching" under the law and what percentage is other employment.

History: 1-2-56; am. Register, April, 1973, No. 208, eff. 5-1-73.

TR 3.05 Eligibility; part-time; substitute. When a person is employed in "teaching" on a part-time basis for each of 2 or more employers in the public schools, state university or university and such combined employment equals 50% or more of a regular full-time load for any one, or more, of said employers, such a person shall be deemed to be a "teacher" for all of such employment, but when a person is employed in "teaching" on a part-time basis in 2 or more positions and all of such combined employment in the public schools, state university and university is for less than 50% of a full-time load for each of the employers, such person shall be deemed not to be employed as a "teacher".

History: 1-2-56; am. Register, April, 1973, No. 208, eff. 5-1-73.

TR 3.06 Election to participate in the variable annuity division. The written notice filed with the board by a member of the combined group electing to participate in the variable annuity division, provided under section 42.243 (2) (a) and (b), Wis. Stats., shall become effective as to deposits based on earnings immediately after the close of the calendar quarter in which said notice is filed. For administrative expediency the board may, in the first year of participation, apply percentages or ratios of the period during which the election is in force to the total salary earned in the fiscal year in order to accomplish substantially the same amount of participation.

History: Cr. Register, September, 1964, No. 105, eff. 10-1-64.

TR 3.07 Creditable service. (1) For the purposes of section 42.245 (1) (a), Wis. Stats., a "year of creditable service" means a fiscal year during which a teacher, as defined in section 42.20 (20), was employed as a teacher not less than a full school year as defined in section 42.20 (15), Wis. Stats. For teaching service of less than a full school year credit as creditable service shall be given in the ratio which the total number of teaching days credited within a fiscal year bears to 120 days.

(2) Creditable service for teaching after July 1, 1975 shall be determined as follows and subsection (1) shall not be applicable to such service.

(a) For the purposes of section 42.245 (1) (a), Wis. Stats., a "year of creditable service" means a fiscal year during which a teacher, as defined in section 42.20 (20), was employed as a teacher not less than 165 days or, if the position is subject to the provisions of the modified retirement plan provided under section 20.926, Wis. Stats., 238 days. Creditable service shall not be granted unless and until required deposits have been made on the compensation received for such service.

(b) For teaching service of less than the number of days indicated above, or when the teaching service is for less than full days, creditable service shall be given in the ratio which the total number of full-time equivalent teaching days credited within a fiscal year bears to 165 days or, if the position is subject to the provisions of the modified retirement plan provided under section 20.926, Wis. Stats., 238 days.

(c) If a member has service under both the regular teaching service provisions and the provisions of the modified retirement plan under section 20.926, Wis. Stats., the creditable service for each shall be computed independently of the other except that if the total in a single fiscal year would exceed one year, then the creditable service for the regular teaching shall be reduced so the total creditable service is exactly one year.

History: Cr. Register, December, 1965, No. 120, eff. 1-1-66; am. Register, April 1973, No. 208, eff. 5-1-73; cr. (2), Register, May, 1975, No. 233, eff. 6-1-75.

CHAPTER TR 4: MEMBER'S DEPOSITS

TR 4.01 Delinquent required deposits TR 4.02 Exchange teacher deposits

TR 4.01 Delinquent required deposits. In cases in which it is found that required deposits have not been made when due, credit for years of teaching experience cannot be counted as within the system for the time during which said required deposits were not made, unless and until an amount equal to the required deposits, plus interest, which would have been accumulated had the required deposits been made at the proper time, has been paid into the fund.

TR 4.02 Exchange teacher deposits. Teachers exchanged, pursuant to section 120.13 (7), Wis. Stats., are required to make deposits based upon the salary they would have earned had they been teaching in Wisconsin in their regular position during the year of exchange teaching.

History: 1-2-56; am. Register, April, 1973, No. 208, eff. 5-1-73.

PERSONNEL ACTION GUIDELINES AND PROCEDURES

(Effective May 25, 1972)

Personnel Action Guidelines

The following personnel action guidelines reflect the Board of Regents' intent as expressed in Resolutions #17 and #80 and are specifically directed to those personnel actions which must be accomplished outside of the annual budget process.

A. Regent and Central Administration Approval

The following personnel actions shall be submitted by each Chancellor to Central Administration for review and recommendation to the Regents for specific action.

1. All appointments of individuals to the following position titles: Vice Chancellor and Dean. (The existence of vacancies at the Vice Chancellor or Dean level requiring search and screen procedures will have previously been reported to the Regents. If a Regent committee has been appointed to work with the Chancellor in reviewing the list of candidates, an additional recommendation will be made in these cases.)

2. All other new appointments (and authorizations to recruit) for which the planned rate of pay is $25,000 or higher on either an academic or annual basis. Excepted are visiting faculty, clinical faculty, lecturers and consultants. This requirement obtains regardless of source of funds (state or non-state).

3. All merit increases for staff with salary rates which are or will be $25,000 or above. (These will be infrequent since merit review is accomplished in the annual budget process.)

4. All changes of status (title/responsibility) involving a salary change in which the salary is above $25,000.

5. All designations of named professorships.

B. Central Approval

Each personnel action listed below shall be reported to and approved by Central Administration prior to final Campus/Unit action. Negative reports are required on a monthly basis.

1. All new appointments in which the salary is between $20,000 and $24,999 on either an annual or academic year basis.

2. All changes of status (whether or not involving a change in salary) in which the salary of the individual is between $20,000 and $24,999. This includes administrative promotions, etc., except as specified elsewhere.

3. All appointments to or promotions to or within the ranks of associate or full professor, regardless of salary. (Most of these will come at annual budget time; those proposed out of cycle should be sent individually to the Academic Assistant Chancellor.)

C. Campus/Unit Approval

The authority to approve the following personnel actions shall be delegated to the Chancellor of each Campus/Unit.

1. All new appointments in which the salary is less than $20,000 on either an annual or academic year basis, except as specified elsewhere.

2. All changes of status not involving a change in salary, and all changes of status where the new salary is less than $20,000 on either an annual or academic year basis, except as specified elsewhere.

3. All actions involving an individual going on or returning from leave of absence* without pay, unless a salary change occurs which would require Central/Regent review and approval as specified in A.3 and B.2.

4. All designations of emeritus status.

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*It is intended that leaves of absence not exceed one year except that a leave may be extended under special circumstances.

5. All appointments to the following position titles regardless of salary: Visiting (assistant-associate) Professor; Clinical (assistant-associate) Professor; Lecturers; Consultant; part-time faculty. It is intended that appointments in this group not exceed one year. Reappointment of visiting or clinical faculty or lecturers should be accomplished through the annual budget process.

D. Any personnel actions not explicitly covered in these policy guidelines should be referred to the Academic Vice President for procedural adjudication.

Procedures

A. Vacancies at the Vice Chancellor or Dean level requiring search and screen procedures will be reported to Central Administration/Regents as they occur thereby pe[illegible]g the Regents to identify those positions for which they want [illegible]gent committee appointed to work with the Chancellor in reviewing the final list of candidates.

B. All other vacancies above the $25,000 threshold will be reported to the Academic Vice President for Regent action as they are identified and in the prescribed format (Exhibit A) prior to recruitment action. If the Regents identify a position as one requiring additional input prior to granting final approval, then procedure C must be followed.

C. For all personnel actions above the $25,000 threshold, the Chancellor shall provide the Academic Vice President with a brief statement of the recommendation (Exhibit B) and back-up documentation including personal/professional resumes, letters of recommendation, copy of the appropriate personnel action form, etc., as appropriate to clearly define the position, justify the salary, demonstrate the qualifications of the individual, etc.

If the Regents have previously identified a position as one requiring final Regent approval then the brief statement will be mailed in advance of the Regent meeting to each Regent. Only the first paragraph of the brief statement, if proposed action is approved, will be reported by the Educational Committee to the full Board. (See attached Exhibit B)

Copies of the back-up documentation will be available to the Regents at the Board meeting through either the Assistant Chancellor for Academic Affairs or the Chancellor/Vice Chancellor. This confidential material will be available on request to any Regent desiring additional information prior to the executive session of the Educational Committee, or at any other time during the meeting.

If the position has not been identified as one requiring final Regent action, then the documentation and brief statement will be used as a basis for Central Administration's recommendation on the proposed action.

D. All personnel actions requiring Regent approval must be submitted to the Academic Vice President not less than 10 workdays preceding the Regents meeting at which the action is requested.

Exhibit A

REQUEST FOR AUTHORIZATION TO RECRUIT

_____
(Campus)

For Consideration by the Regents on _____
(Date)

(Request must be submitted to the Chancellor's Office, three weeks before the date of the Regent meeting at which request is to be considered.)

1. Title or Position:

2. Division/College/School-Department/Project:

3. Description of Duties (in detail):

4. Recommended Salary Range:

5. Source of Funds:

6. New position _____. Replacement _____. If replacement, indicate salary of previous person _____.

7. Brief Justification of Salary Range:

8. Approved by:

_____ _____
Dean/Director Vice Chancellor

Date: _____ Date: _____

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9. Authorization to Recruit (Approval) (Denied) by the Regents on _____

(A copy of this form will be returned to the Dean/Director following Regent action on the request.)

Personnel Action by
Board of Regents on

_____
(date)

Exhibit B
(Brief Statement)

APPOINTMENT

That John E. Doe be appointed Professor, Department of Agronomy, College of Agricultural and Life Sciences, Madison Campus, beginning June 1, 1972 at an annual salary of $27,000.

(Dr. Doe is 48 years of age. He attended the University of Tennessee (B.S. in 1948) and the University of Illinois (M.S. in 1951; Ph.D. in 1955). His professional experience includes: Research Assistant, University of Illinois (1948-1955); Assistant Professor, University of Illinois (1955-1959); Associate Professor, University of Illinois (1959-1965); Professor, University of Illinois (1965-date). In addition, he has been a visiting professor at Purdue University and at Waite Agricultural Institute in Australia. At Wisconsin, it is expected that Dr. Doe will assume the Chairmanship of the Department of Agronomy on July 1, 1972, when the current chairman retires. During the month of June, 1972, he will assit in administration, research and extension, in crop production, resident instruction in crop production. His salary will be paid by state and federal (Morrill-Nelson federal instruction) funds.)

ACADEMIC FREEDOM

"The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."

"The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject...."

"The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligation. As a man of learning and educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."#

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*American Association of University Professors, "Statement Concerning Resignations, 1929" quoted in Bulletin, Vol. 44, No. 1, (Spring, 1958) p. 291.

#American Association of University Professors, "Academic Freedom and Tenure: 1940 Statement of Principles," quoted in Bulletin, Vol. 48, No. 1, (March, 1962) pp. 50-51.

POSITIVE ACTION PROCEDURE - 2/75

Most organizations have some type of "appeals procedure."[1] The faculty-administrative group who proposed the attached procedure preferred to deal with possible conflicts in a more affirmative manner and named it a POSITIVE ACTION PROCEDURE.

The operation of a university is based on human interactions: student, faculty, and administrative. Normally, these interactions are positive and produce cooperative action. However, in situations that bring groups of people together, a variety of opinions exist. Differing opinions, hopefully, produce a variety of new ideas and approaches to problems. Difference may also produce conflict when individuals are unable or unwilling to change.

This POSITIVE ACTION PROCEDURE is a device for dealing with conflicts involving unclassified personnel which are not covered by specific appeal procedures contained in Wisconsin Statutes, the UW-System Personnel Rules, or the Board of Regents' policies.

Organization and Procedures

The organization and procedures consist of two levels, with committees formed at each level. The first level is the school (in the Division of Academic Affairs) and the division (in Student Services[2]). The second level is an all-university one. At each level there are informal procedures first, followed by formal procedures if a resolution is not reached informally. No action will be taken at the second level until first level efforts have failed to resolve the issue.

School or Divisional Level (First Level)

The following procedures are guidelines for the development of the first level procedures. Each school or division is free to modify them to fit the organization of that unit. However, a written procedure must be developed that is satisfactory to the faculty and administration of that unit and submitted to the division administrator for approval and distribution to appropriate faculty.

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[1]UW-System Personnel Rules, Section 6.02, call for establishment of such a procedure.

[2]Some faculty have assignments in units other than the four schools and Student Services. Because of the size and nature of such units, it may not be practical or necessary to have a first level committee. In such cases, there will always be an emphasis on resolving the issue at a level as close to the problem as possible. When such resolution does not occur, the person may proceed to the all-university level procedures.

1. A Positive Action Committee consisting of four or more members will be elected at large by the faculty of the unit. A chairperson and secretary for the committee shall be selected by the committee from its members.

2. Issues submitted to the committee shall be handled according to the following guidelines:

   a. No issue shall be heard until the individual has informally tried to resolve it with the immediate supervisor(s).

   b. Issues shall not be taken to the all-university level before submission to the first level committee.

   c. Submission of issues shall follow a two-step procedure: informal discussion with the committee followed by a documented statement as the committee proceeds in the hearing of the issue.

3. The operation of the committee shall proceed according to the following guidelines:

   a. The committee chairperson and no less than two of the other committee members shall meet the originator of the issue for informal discussion.

   b. The same members of the committee shall meet informally with appropriate school or divisional administrators to discuss the issue.

   c. If a satisfactory solution does not result from the informal procedure, the committee shall meet in total to discuss the validity of the issue. If the issue warrants further action in view of the committee, they shall proceed to a formal investigation.

   d. When the formal procedure is implemented, the originator of the issue shall submit a written statement, outlining the incidents involved and state specific details.

   e. The total committee shall then meet on a formal basis with the individuals whose agreement can resolve the issue. The major purpose of this meeting is to resolve the issue.

   f. If a resolution is not effected, the committee will give its opinion, by formal action, as to how they feel the issue should be resolved. Such committee action does not require acceptance by either party.

4. Following completion of first level procedures, the originator may take the issue to the second level if he/she chooses.

<u>All-University Level (Second Level)</u>

The following organization and procedures apply at the all-university level:

1. One university positive action committee will be formed annually with a term effective July 1 to June 30.

a. Membership will be selected in the following manner:

Membership	Selected by
School, or Division Representatives (5)	One each from the four schools, and Student Services by general election of faculty of these units
University Administrators (2)	Chancellor's Council
All-university Members (2)	From total faculty by Faculty Senate

b. The committee will elect an executive group consisting of a chairperson, vice chairperson, and secretary.

2. Procedures

a. Persons completing action through the appropriate first level committee who wish to present their case to the all-university committee will ask for an interview with the executive group who will informally discuss the issue with the person. The chairperson of the first level committee may appear with the person if requested to do so. The administrator whose decision is being appealed may also be involved for the purpose of possibly resolving the issue informally.

b. If a resolution is not effected informally and the person wishes further formal action, he/she should prepare a written request to the committee chairperson.

c. Upon receipt of the request, the chairperson will convene the entire committee to determine if further action is warranted. If the committee feels there is not sufficient cause, the matter will be dropped. If the committee concurs, by majority vote of the total membership, that the issue warrants further hearing, a hearing panel will consist of three persons selected from the committee's membership as follows:

The originator of the issue and a representative of the administration involved in the issue shall select the committee. The selection process should involve an elimination procedure in which the originator and the administration in turn remove one name from the list of school or divisional level committee members. The first individual to strike a name from the list shall be determined by lot. The panel is formed when only three individuals remain on the list. The panel will select its own chairperson and secretary.

d. The panel shall proceed according to the following guidelines:

1) All minutes and other records of the discussions carried on at the first level shall be made available to the panel.

2) The chairperson of the panel shall obtain from both parties involved a list of individuals the committee shall hear.

3) A hearing shall be called to allow the committee members to interview the individuals suggested by both parties. The open meeting law will apply.

4) The panel shall submit a written report, including its recommendations for resolution of the issue, to the all-university committee.

5) The all-university committee will render a decision on the matter, subject to review by the Chancellor.

POSITIVE ACTION COMMITTEES FOR 1975-76

1. First Level Positive Action Committees

Division	Members	Alternates
Student Services	Bob Hoyt	Helmuth Albrecht
	Dick Anderson	
	Charles Kell	
	Judy Spain	
	Sharon Stewart	
Administrative Services	Bill Crothers	
	Clifford Gauthier	
Academic Affairs:		
Graduate College: Members at Large	Jim Daines 75-77	
	Harold Halfin 75-76	
Graduate Council	C. E. Smith 75-76	
CREI	Eugene Flug 75-76	
School of Education	Harlyn Misfeldt	
	Ronald Fry	
	Calvin Stoudt	
School of Liberal Studies	Richard Wilson	Ed Lowery
	John Salo	John Hunt
	Warren Lang	Esther Faris
	Ed Gold	William Mueller
	Howard Heise	Michael Nicolai
	Mary Hovind	Dion Manriquez
	Robert Smith	Rita McKinley
	Lydia Rutkowski	Steve Snyder
School of Industry/Technology	Jim Bjornerud	Robert Schaefer
	James Herr	Stanley Johnson
	Richard Peter	Joseph Rinck
	Ed Smith	Charles Thomas
	Douglas Stallsmith	Armand Hofer

Division	Members	Alternates
Academic Affairs con't.		
School of Home Economics	Rosalie Powell Brent Barlow John Moran Donna Albrecht Frank Bockus	
Learning Resources	Roger Hartz Sharon Wieners Connie Tiffany Joseph Hagaman, Secretary Robert Ward, Chairman	

2. All University Positive Action Committee

School	Members	Alternates
School of Liberal Studies	John Perri	Lydia Rutkowski
School of Home Economics	Sandra Gill	Thomas Phillips
School of Education	John Deutscher	Thomas Allen
School of Industry/Technology	Guerdon Wallesverd	Jim Collier
Student Services	Joe Brown	vacant
All University Members	Don Stephenson Robert Spinti	Steve Snyder Orazio Fumagalli
University Administrators	Wes Sommers Nelva Runnalls	Wes Face John Stevenson

SCHOLARLY ENDEAVORS AND RESEARCH

Faculty members are encouraged and urged to engage in scholarly endeavors and research. A Wisconsin State University faculty research fund has been established by the Board of Regents of State Universities in support of these activities. Each year the Center for Research and Educational Improvement solicits and reviews research proposals submitted by faculty members, and a statewide faculty committee makes final selection of the proposals which are then submitted to the Board of Regents for funding. A limited amount of research funds is given by the Board of Regents to Stout. Recommendations for the use of these funds are made by the Center for Research and Educational Improvement.

Both formal and informal means of disseminating and applying the results of these efforts are heartily encouraged at Stout. Faculty members enjoy participation in interdisciplinary and interclassroom seminars and discussions as well as in the publication of their creative work.

INSURANCE

Health

Insurance coverage on a group payroll deduction basis is available. Basic major medical hospital (Blue Cross) and surgical (Blue Shield) plans are in operation with the State contributing 90% of the premium for both single and family basic coverages. Faculty may also obtain from the Central National Life Insurance Company an additional group catastrophic (major medical) policy.

A waiting period for previous conditions is not required, provided the coverage is taken immediately upon employment or at the end of six months from the date of employment. If immediate coverage is desired, the faculty member must pay the full cost of the insurance, as the State's contribution is not effective until after six months of employment. Information describing the preceding insurance and enrollment blanks are available in the Personnel Office.

Income Continuation Insurance

All faculty members are eligible to participate in the state employee Income Continuation plan if they are participating in the State Teachers Retirement System. Each teacher may select the waiting period best suited to his needs. He may select 22, 65, 90 or 130 working day waiting period.

The state will pick up the cost of the 130 day plan for all faculty members with one or more years of service.

Accidental Death and Dismemberment Insurance

A voluntary accidental death and dismemberment insurance plan is offered by the University. Under this program an employee, besides providing for himself, may also elect coverage for his spouse and dependent children. All coverage is provided on a 24-hour basis, 365 days a year, for death or injuries from accidents occurring on or off the job anywhere in the world.

Tuberculin Tests

Every employee must submit evidence of freedom from tuberculosis to the Personnel Office within 60 days of employment and at three year intervals thereafter. The University Health Service schedules skin tests on Monday and Tuesday from 1:00 - 4:00 p.m. Employees should contact their personal physician if a follow-up x-ray is necessary. You are responsible for payment of the x-ray if it is required. You will be contacted by the Personnel Office when your next examination is due.

Workmen's Compensation

An employee, faculty, classified, or student, is covered by Workmen's Compensation if he/she is injured on the job. All injuries covered by Workmen's Compensation must be reported immediately to the office of the Campus Safety Coordinator, located in the Personnel Office, Room 13, Harvey Hall, Extension 2151. All forms are available in the Safety Coordinator's Office.

Life Insurance

University of Wisconsin-Stout faculty members have the opportunity to obtain State group life insurance through a payroll deduction. This term insurance covers only the faculty member and requires a six month waiting period for eligibility. Enrollment at the end of the waiting period is automatic, unless the teacher has signed a form requesting that he/she not be enrolled. The insurance amounts to the teacher's annual salary rounded off to the next highest thousand. No physical examination is required if the insurance is taken automatically upon eligibility. The state pays approximately one-third of the premium cost.

Effective July 1, 1974, additional state group life insurance in the amount of 50% or 100% of the basic coverage may be purchased. This additional coverage ceases at age 65.

In addition to the State Group Life Insurance, supplemental term life insurance through Northwestern National Life Company is offered. The program is optional and is completely paid for by the employee. You may choose to purchase either $5,000 or $10,000 of life insurance without medical exam, if you apply within 31 days of your employment date. If you do not enroll within 31 days, coverage will be available only after providing evidence of insurability. Coverage is also available for your spouse and children for lesser amounts. Information describing life insurance coverage is available from the Personnel Office.

FACULTY LIABILITY INSURANCE

The instructor is covered under a professional liability insurance policy maintained by the Board of Regents for accidents and/or negligence on the part of a staff member. This professional liability insurance covers both the classified staff and the faculty.

1. Any employee has liability coverage for any accident for which he might be sued as long as it relates to the job.

2. If, at any time, an accident occurs in which an employee might be held liable, the faculty member should immediately notify the Personnel Office. They in turn would then notify the Board Office so that there would be complete information with regard to the accident or the negligence that caused the difficulty whether this be either physical or mental.

3. All faculty members should maintain high standards of safety.

4. The university insurance covers both on campus and off campus activities of the faculty member. In other words, if a faculty member is on a field trip with a group of students or if he is on a business trip for the University, he has coverage under this insurance policy.

5. When the faculty member travels by motor vehicle, a different type of insurance is involved. If he uses his personal vehicle, he should be sure that he has sufficient liability coverage. If he uses a State owned vehicle, the vehicle is insured.

6. In addition to the above mentioned insurance, certain claims against the State are considered by the Claims Commission; such cases as injuries sustained on icy walks, faulty bleachers, etc., might be considered by this unit.

AUTOMOTIVE LIABILITY INSURANCE PROVIDED BY THE STATE ON PRIVATELY OWNED VEHICLES USED ON STATE BUSINESS

The Bureau of Purchases has amended the broad Insurance, Automotive Liability policy on state-owned vehicles to provide non-ownership Liability coverage on privately owned vehicles being operated for the state.

The Bureau of Purchases bulletin states in part:
"Such insurance is supplementary to that carried by the individual automobile owner, but in no way provides him with additional coverage while he is operating his vehicle on personal business.

This endorsement will protect the state's liability when vehicles owned by all classes of employees--elective, appointive, civil service, faculty members, non-salaried board members, seasonal employees, etc.--are authorized for use in the performance of state functions on a reimburseable basis.

To be eligible for such authoriaation, the vehicle's driver must meet the same qualification requirements as drivers of state-owned vehicles. (See University Fleet Cars). The vehicle owner must provide adequate liability and medical payment coverage. If only the driver is in the vehicle, the State of Wisconsin minimum amounts of liability insurance ($15,000/$30,000/$5,000) are acceptable. At least $500 of medical payment coverage should be included.

If the driver is also to take passengers, liability limits should be at least $100,000/$300,000/$10,000. Medical payment coverage should be a minimum of $2,000.

TYPICAL EXAMPLES:

1. A state employee having private automobile insurance of $10,000.00 property damage liability and $20,000.00 bodily injury liability runs a stop light while carrying several fellow employees as passengers and crashes into the side of a loaded school bus, inflict severe property damage to the bus and bodily injury to the bus passengers as well as his own passengers. The total of the property damage and bodily injury inflicted upon others exceeds the limits of his policy. The excess loss would then be covered by the Employer's Non-Ownership Policy carried by the State.

2. The same employee has the same type of accident while on a pleasure drive with members of his family. Any excess loss over his policy limits would be his responsibility, as the Employer's Non-Ownership Policy would not be in effect.

When involved in an accident while driving a non-state owned vehicle on state business, it is the responsibility of the employee to file an accident report with the insurance company insuring the vehicle."

If there are questions, please contact the Purchasing Agent.

COLLECTING DAMAGES FROM THE STATE*

If a student or an individual not connected with the school is injured, he or his parents can proceed in three ways to collect damages.

1. Certain buildings financed by the Wisconsin State Agencies Building Corporation have liability insurance for the building and the immediate vicinity. Please advise the Personnel Office if any such claim should arise.

*Memo from Robert Alesch, 3/25/68

2. If a student claims employee negligence caused him a physical or mental injury (not connected with a vehicle), we have coverage through Classified Risk Insurance Corporation of Milwaukee. Advise the Personnel Office of any incidents.

3. The third outlet is the Wisconsin Claims Commission, State Office Building, 1 West Wilson Street, Madison, Wisconsin, 53702. The individual must initiate this claim.

SALARIES AND DEDUCTIONS - 4/18/72

Salaries

Faculty salaries are paid in ten equal installments for the regular session and two equal installments for the summer session of eight weeks.

Checks are distributed on the first of the month through the faculty mailboxes.

Withholding Tax Deductions

Federal and State regulations require UW-Stout to withhold taxes from payrolls. All staff members must fill out Form W-4, Employees Withholding Exemption Certificate. Each staff member receives Form W-2, Withholding Tax Statement, at the end of the year to account for income taxes withheld.

Retirement Deductions

Most faculty members are included under the State Teacher's Retirement System. Required deposits are 1% of employee's salary. Information on retirement including early retirement possibilities is available in the Personnel Office.

Old Age and Survivors Insurance

Social Security deductions are 5.85% of the first $14,100 of annual salary earned during a tax (calendar) year.

Savings Bond Deduction

All employees may avail themselves of the payroll deduction plan for the purchase of savings bonds. Staff members interested in this service may obtain application forms from the Personnel Office.

Credit Union

Faculty members on an academic year appointment (paid in ten equal installments) and who do not work the eight-week summer session, may use payroll deduction to a credit union as a means of accumulating funds for the summer months (August and September). Credit unions available are Menomonie Farmer's Credit Union, State Capitol Employees Credit Union and University of Wisconsin Credit Union. Sign-up forms are available in the Payroll Office.

Tax Deferred Annunities

Effective July 3, 1974, tax deferred annuities are available to faculty members only through the State Teachers Retirement System. Contact the Personnel Office for further information.

FACULTY ABSENCES - 2/9/72

General

Members of the faculty must notify the immediate supervisor when it is necessary to be away from campus for a day or more when the university is in session, or when the absence would prevent the faculty member from meeting the regularly scheduled class.

Vacations for Faculty on Annual Appointment (Effective 1/1/74) - 1/4/74

Holiday and vacation credits are earned only by annual (twelve months) appointees except that recurring positions that are less than twelve months, non-teaching and work every day except holidays and the period without pay will earn a pro rata amount.

Holidays for annual basis faculty are as follows:

January 1
Good Friday Afternoon
Last Monday in May (Memorial Day)
July 4
First Monday in September (Labor Day)
Fourth Thursday in November (Thanksgiving)
December 25
Afternoons of December 24 and 31

Holidays are earned whenever the employee is in pay status on the day before and the day after the holiday.

Annual appointments earn twenty-two vacation days per year. Pro rata earnings for partial month and partial year work are based on the following:

A. Determine the number of full months worked in the calendar year.

1. Allow a full month's credit for beginning on the 15th of a month or before or ending on the 16th or after.

2. Allow no credit for beginning on the 16th of a month or after or ending on the 15th or before.

B. Convert the number of months into vacation days earned through the following chart:

Months Worked	Days Earned	Months Worked	Days Earned	Months Worked	Days Earned
1	2	5	9.5	9	16.5
2	4	6	11	10	18.5
3	5.5	7	13	11	20.5
4	7.5	8	15	12	22

Employee vacation accounts will be credited with a full year's earnings on January 1 of each year. These days, therefore, may be taken before they are actually earned. Vacation earnings will be prorated for terminations during the calendar year. A refund from the employee will be required if vacation taken exceeds the amount earned at the time of termination. Conversely any unused earned vacation will be added to the terminating employee's last check and will extend the last day in pay status by the unused amount.

Vacation credits not taken in the year earned may be carried over for six months into the next calendar year if approved by the division administrator and/or appropriate dean. Unused vacation not approved for carry-over will lapse.

System employees transferring to eligible positions at UW-Stout may transfer up to twenty-two vacation days earned at their former school to their account at UW-Stout.

Employees on leave without pay will have their vacation earnings adjusted on a pro rata basis for the amount of time gone.

Vacations are scheduled by supervisors at times and in amounts most desired by employees keeping in mind the needs of the university and the employee.

Employees who become ill or injured while on vacation may charge these days under the sick leave policy and reschedule the vacation days. Vacation days may also be used to cover days absent due to illness regardless of the employee's sick leave earnings balance.

Records of vacation balances and use will be kept on a calendar year basis and will be centrally administered by the university Personnel Office. Vacation usage will be reported to the Personnel Office at the end of each month on forms provided by the Personnel Office. The Personnel Office will notify employees of their current balance in January and September of each year.

The position of Chancellor is covered by a different vacation policy established through state law and not by any of the above.

Compensatory time definition and utilization:

A. Employees covered by the provisions of the faculty vacation policy need not charge all absences against their vacation account. These employees, commonly referred to as "total effort", are expected to work whatever amount of time is necessary in order to accomplish assignments and normally work in excess of the basic forty-hour work week without additional pay. Where this occurs, it is reasonable to allow a limited use of a compensatory time concept.

B. Accordingly, a total effort employee may have absences during the year of up to one-half day for each absence that need not be charged against her/his vacation balance. It is intended that the employee will be self-policing in the application of this policy as no record of time worked or time off will be kept.

C. Periods of compensatory time off in excess of one-half day may be granted at the discretion of the Division Administrator.

UNIVERSITY OF WISCONSIN SYSTEM
FACULTY AND ACADEMIC STAFF
SICK LEAVE POLICY
(Approved by Board of Regents, June 8, 1973)

Absences of faculty and academic staff of the University of Wisconsin System because of personal illness, injury or pregnancy, as well as attendance on the children or spouse of a staff member whose condition requires the staff member's direct care, will be subject to the following leave policy, effective July 1, 1973.

The policy is applicable, without regard to extent of appointment, to all faculty and academic staff other than graduate assistants or visiting faculty who are covered by sick leave provisions at their home institutions.

ACCUMULATION OF LEAVE

Staff members whose initial appointments are for nine months or more shall be granted 22 working days* (i.e., Monday through Friday exclusive of holidays) of leave which they may draw upon as required by illness, injury, disability, or pregnancy. After 1½ years of service, additional non-lapsing leave is earned by such members at the rate of 1 day per month for persons holding annual appointments, 6 days per semester and 4 days per quarter for persons who hold academic year appointments with a maximum annual accumulation limited to not more than 12 days. Unused sick leave shall accumulate from year to year in the staff member's account.

If a staff member takes sick leave, the rate of sick leave compensation shall be the rate of salary which the staff member would have normally received. Other than the 22 days of sick leave granted to the staff member upon appointment, sick leave may be taken only after it has been earned (i.e., it may not be anticipated). A staff member utilizing paid sick leave continues to accumulate sick leave during the period of absence. However, a staff member shall not accumulate sick leave while on an unpaid leave of absence. Previously accumulated sick leave shall not be affected by unpaid leaves of absence.

PRO-RATION OF ACCUMULATED SICK LEAVE

Initial entitlement and accumulation of sick leave as specified in the preceding section assume full-time appointment of 9 months or more. Part-time appointees have an initial entitlement, earn and are charged sick leave in proportion to the extent of their appointment.

ALLOWANCE FOR PAST SERVICE

On the effective date of this policy, University of Wisconsin System staff members whose appointments are normally for nine months or more shall have an initial accumulation totaling the amount of sick leave the individual would have accrued during previous years of service if this sick leave plan had been in effect less a debit of two days per year of service.

CANCELLATION AND REINSTATEMENT

If a staff member leaves employment within the University of Wisconsin System, unused sick leave will be terminated but will be reinstated if the staff member is reappointed to any position within the System within three years.

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* The word "days," wherever used in this document, refers to working days.

RELATION OF SICK LEAVE TO INCOME CONTINUATION INSURANCE

When a staff member becomes eligible to receive compensation under income continuation insurance, sick leave benefits are no longer applicable to that illness.

FACULTY WITH TEACHING RESPONSIBILITIES (This section also applies to non-instructional faculty)

In any semester* in which a faculty member** who has teaching responsibilities is entitled to use sick leave, the provisions of this policy shall be modified as follows:

(1) If a faculty member's duties are assumed by colleagues for the duration of the semester, as has been the traditional way of covering teaching responsibilities, the absent individual will not be required to use sick leave until the end of the semester in which the absence began.

(2) If a replacement is appointed to assume the faculty member's responsibilities he or she must use sick leave.

Whichever of the above situations obtains during the semester in which the absence commences, the absent staff member will be required to use sick leave thereafter.

USE OF SICK LEAVE FOR MEDICAL ABSENCE THAT CAN BE ANTICIPATED

In order to minimize disruption of the academic program and the attendant demands on students and staff, a member of the faculty who has teaching responsibilities and who expects absence under this policy during an upcoming semester may, with two months' advance notice, elect to receive a combination of paid and unpaid leave for the entire semester. Such leave will be taken only at the option of the faculty member, but the university may require proof at the time two months' notice is given that the anticipated absence cannot be arranged so as to avoid interruption of teaching duties. Under this clause the faculty member may receive the sick leave benefits for which he or she would have been eligible had the staff member remained on duty up to the time of disability. Other portions of the semester not covered by sick leave will be on leave without pay.

LEAVE FOR MATERNITY PURPOSES

Provisions governing maternity leave do not differ from policies governing other temporary disabilities. A teaching or non-teaching staff member may opt to continue her normal duties through pregnancy using accumulated sick leave as needed for prenatal, delivery and postdelivery care while physically unable to perform her duties. Thereafter, she may take additional consecutive days or the remainder of the semester as unpaid leave at her option.

A member of the faculty with teaching responsibility, alternatively, may opt to receive a combination of paid and unpaid leave as provided in "Use of Sick Leave for Medical Absence That Can Be Anticipated." In such cases it shall be understood that the timing of pregnancy cannot be "arranged" under the meaning of this policy.

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* The word "semester," here and wherever subsequently used in this document, shall also be interpreted to mean "quarter" or any other institutionally defined instructional time period.

** For the purpose of this document, faculty assistants, lecturers and instructors with teaching responsibilities shall be accorded the same sick leave provisions as members of the teaching faculty. Visiting faculty whose home institutions do not provide for sick leave shall also be covered by the provision.

In the semester after the one in which delivery occurs, irrespective of her medical condition, the staff member shall be granted, upon her request, leave without pay for the semester.* In the case of a non-tenured faculty member such leave will not be counted in the calculation of probationary time. A female staff member who anticipates taking leave for maternity should so inform her chairman or supervisor as early as possible.

SICK LEAVE DURING SUMMER SESSION

Staff members whose basic appointments are for nine months or more and who teach in the summer session may qualify for sick leave in the summer session, provided inception of the illness occurs on the first or subsequent day of the summer session. Visiting faculty, if not covered by sick leave provisions at their home institutions, are covered during the summer session provided their appointments at the university extend for at least nine months in addition to the summer session term. Exceptions to this policy regarding sick leave during the summer session may be made, on behalf of members of the permanent faculty only, at the discretion of the Chancellor.

EXEMPTED STAFF MEMBERS

Many members of the University of Wisconsin-Extension staff hold joint appointments with Wisconsin counties. It has been customary for most such individuals to observe the vacation and sick leave policies of the counties in which they are based. Provisions of this sick leave policy do not apply to faculty and academic staff members who elect to observe the sick leave policies of a county. However, the University System sick leave policy does apply to county-based staff members who elect to receive coverage under income continuation insurance for which a state contribution is made.

RECORDS

Each department or equivalent unit shall maintain records of sick leave entitlement for its faculty and academic staff members.

EXCEPTIONS

Nothing in this policy shall terminate benefits or commitments previously made to persons absent for medical reasons on the effective date of this policy.

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* Either parent may receive such leave in the semester following the birth of the child. However, if both parents are employed by the university, only one may receive such leave for child care.

Method of Reporting Absences due to Sickness. When faculty members are unable to report for work because of illness, they should inform their immediate supervisors as soon as possible. Upon returning to work, faculty members will again immediately inform their immediate supervisors.

NOTE: A doctor's certificate may be required for extensive illness.

USE OF SICK LEAVE TO SUPPLEMENT WORKMEN'S COMPENSATION

As of September 25, 1974, sick leave may be used in lieu of, or as a supplement to workmen's compensation. This means that if an employee chooses to use sick leave pending the outcome of a workmen's compensation claim, he may do so. If the claim is approved, the sick leave used to cover the portion of the check covered by workmen's compensation would be reimbursed to the employee's sick leave account.

Attendance at Professional Meetings

Faculty attendance at out-of town professional meetings or conferences is authorized by the administration. Reimbursement for the expense of travel is governed by the laws of the State of Wisconsin and the policy of the University. Within the limits of available funds, it is the policy of the University to repay the necessary expenses of the member of the staff who is sent as the official representative from the University to a meeting of an association, to a sepcial conference, or on any other specific assignment. Information with reference to receipts required, amount allowed for use of automobile, tax exemption certificates, and other items in connection with travel is available at the Business Office.

The University encourages faculty members to attend professional meetings or conferences other than as official representatives of the University through partial reimbursement of expenses. The procedures noted above concerning expense receipts are followed.

LEAVES OF ABSENCE

Leaves of absence of one year may be granted to teachers and staff members. The usual procedure for obtaining such a leave is a recommendation to the Chancellor by the appropriate Dean and Assistant Chancellor or Vice Chancellor. Upon return to the system the teacher may receive the same salary which he would have received if he had remained continuously in service. An extension of this leave may be granted.

UNIVERSITY POLICY FOR CONSULTING BY FULLTIME FACULTY

A full time staff member under contract to the University may consult or otherwise practice his or her profession up to the equivalent of one day per week subject to the following conditions.

A. These activities must not interfere with the execution of normal duties.

B. If the activities are of any extensive, recurring, or continuing nature, the staff member shall report, in writing, the nature and scope of such activities to the chairman of his or her department and the appropriate dean or director. The dean or director, with his or her recommendation, shall pass this information on to the assistant chance of the division.

C. Approval of such activities by the appropriate assistant chancellor may be assumed unless the staff member is advised to the contrary, in writing, by the appropriate assistant chancellor.

D. If the assistant chancellor disapproves of such activities, the staff member has the right of appeal to the chancellor and from him to the President and the Board of Regents.

E. University facilities, equipment, and supplies shall not be used by the staff for purposes other than carrying out their institutional responsibilities without previous arrangements with the appropriate University authorities.

ADMISSION TO COLLEGE ACTIVITIES

Lyceum

Faculty members and their families are invited to attend the regularly scheduled lyceum events with no admission charge.

Athletic Events

Faculty members and their families are admitted to athletic events at reduced rates.

Organization-Sponsored Events

Faculty members and their families are frequently provided complimentary tickets to events sponsored by organizations. However, the policy governing the admission charge to individual events is determined by the sponsoring group.

EMERITUS STATUS

Upon recommendation of the Chancellor, retired faculty members who have given long and faithful service to the University may be granted emeritus status. While neither stipends nor responsibilities are involved in this rank, emeritus faculty members are welcomed at University functions.

RECOGNITION FOR RETIREMENT OF UNCLASSIFIED STAFF

The following policy is to provide a method of recognizing our faculty persons upon their retirement.

The Chancellor's Office will be notified of a faculty member's retirement by the appropriate division head. The regular organization procedure should be used.

The responsibilities of the Chancellor's Office are:

1. Provide a certificate from the Governor's Office for State service. A minimum of twenty years state service is required. The Chancellor's Office will request the Personnel Office to obtain the certificate.

   Provide the certificate from the Board Office for University service. A minimum of five years service is required. The Chancellor's Office will request the Personnel Office to obtain the certificate.

3. Provide recognition from Stout for Campus service. The Chancellor will provide an appropriate letter of recognition award. It is the responsibility of the appropriate division to submit to the Chancellor appropriate information to enable him to prepare a personalized letter.

4. All University Recognition Dinner:

   Near the end of the academic year, an all university dinner will be held to honor the retirees. This dinner will be planned in conjunction with the Faculty Senate.

   At the dinner:

   -the three above awards will be presented
   -a representative from each division will give a 2-4 minute speech for each of their retirees; the division will designate the speakers
   -no other gifts or awards are to be given at this dinner.

5. Emeritus recognition

   When a faculty member is to be given Emeritus status, the Chancellor will award this designation by means of a personal letter sent directly to the retiree.

6. Publicity

   The Chancellor's Office will notify University Relations of the names of retiring faculty.

7. Alumni Publications

   The Chancellor's Office will notify Alumni Services of the names of retiring faculty.

NOTE: The above procedure is to assure that these important people will receive recognition for their service to the University. Individual units may plan any other recognition or social events they may choose.

POLICY ON COPYRIGHT, OWNERSHIP AND USE OF INSTRUCTIONAL MATERIALS

The following resolution was adopted by the Board of Regents of the University of Wisconsin System on September 7, 1973:

> That, upon recommendation of the President of the System, The General Guideline Statement on "Copyright, Ownership and Use of Instructional Materials," dated September 4, 1973 (revised), providing that certain materials may be copyrighted in the name of the Board of Regents of the University of Wisconsin System, be approved.

General Guideline Statement

Copyright, Ownership and Use of Instructional Materials

The following guidelines provide that certain materials may be copyrights in the name of the Board of Regents of the University of Wisconsin System.

These guidelines are an effort to bring into focus some of the underlying issues involved in the ownership and copyrighting of instructional materials. This is necessary because the University, with greater frequency, may have a direct interest in certain instructional materials because substantial public resources have been used in their creation and production or because a faculty member contracted with the University specifically to develop the materials. An example of this would be a written agreement between the University and the faculty member with the specific, stated intention that a video-taped lecture series with a published course outline and bibliography would be produced at University expense.

These guidelines do not assert a University property interest in materials which result from the activities of faculty members in the pursuit of their traditional teaching, research, and scholarly activities. These materials, including theses, scholarly articles, journal articles, research bulletins, monographs, and books are implicit in the faculty member's role as a faculty member and should be contrasted with materials produced pursuant to an explicit agreement where the faculty mbmer acts under contractual arrangements to produce copyrightable materials.

Resolution of the interests of the University and of the faculty member must be on a case-by-case basis, applying the principles and considerations of these guidelines.

The following types of materials are among those which may now, or in the near future be subject to copyright:

Books, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, etc.
Lectures, musical or dramatic compositions, and unpublished scripts.
Films, film strips, charts, transparencies, and other visual aids.
Video and audio tapes and cassettes.
Live video or audio broadcasts.
Programmed instructional materials.
Computer programs.
Other materials.

These materials may be produced or developed by the faculty and staff under varying circumstances:

(1) No University support or involvement;

(2) Minimal University support and involvement (such as the use of laboratories and/or equipment), but with no released time (i.e. from assigned University duties);

(3) Substantial University support and involvement and/or release time with the expectation that copyrightable instructional materials will result;

(4) "Work-for-hire" or as an assigned duty;

(5) Direct support from an extramural sponsor.

It is the policy of the University that copyrightable materials produced as stated in (1) and (2) above belong solely to the author(s), artist(s), or other creator(s).

In situations where the interested parties expect copyrightable materials to evolve, the creation of a written agreement shall be considered. In the absence of a written agreement, the rights to scholarly, research or instructional materials are assumed to lie with the author(s), artist(s), or other creator(s). Materials produced with substantial University support or during released time (as in (3) above) shall be the subject of a written understanding or agreement between the author(s), artist(s), or other creator(s), and the Chancellor or his designee, that equitably determines copyright and ownership rights. If the University chooses not to copyrights materials to which it has a right, the faculty member(s) may do so in his own name if he/she wishes. This latter situation will apply to the vast majority of regular scholarly and research publications of the academic staff which are part of their normal academic activities.

When the production of copyrightable materials is a primary purpose of employment, a written "work-for-hire" agreement shall be executed. Fair payment shall be made to the creator(s), for which the University shall receive all rights to the material and receive all royalties and fees. When such materials are produced as an assigned duty, the University shall own all rights and receive all royalties and fees, except where a contrary agreement has been reached between the creator(s) and his/her administrative head.

Whenever copyrightable materials are produced with extramural support, as stated in (5) above, the agreement with the extramural sponsor shall determine the copyright and ownership rights of the parties. Additional guidelines on specific types of materials will be issued by Central Administration of the UW System as needed.

Guideline Statement on

Ownership, Use, and Control of Instructional Recorded Materials

Instructional Recorded Materials include all videotape, audiotape, photographic movie film or slide presentations or the like, prepared for instructional use, as well as supportive materials such as instruction manuals, control means, instructor aids or lessons, student manuals, assignments and similar materials which are necessary for successful use of the primary recorded material.

When materials are produced or developed under the following circumstances; (1) Substantial University support and involvement and/or release time with the expectation that copyrightable recorded instructional material will result; (2) "Work-for-hire" for the University; or (3) An an assigned duty for the University; then the following guidelines shall be used to establish a prior written agreement between the parties involved.

In cases where no such agreement exists, the rights to scholarly research or instructional recorded materials are assumed to lie with the author(s), artist(s) or other creator(s).

I. Ownership and Copyright

A. Property rights in recorded materials will be vested in the University when the contributions of the producing institution exceed $500 exclusive of release time of the faculty member(s), and/or when substantial release time is assigned for the development of such materials. Calculation of costs should include use of laboratories, supplies, equipment and support staff. A best estimate of these total costs is acceptable.

B. Since conditions of production, use, and final disposition will vary from time to time, the faculty member(s) and the producing agency must develop a written agreement to be signed by the faculty member(s) and an authorized officer of the University prior to the beginning of production which clearly defines the rights and responsibilities of all principal parties, including heirs. The contract should be complete and specify any or all exclusions. Institution or Central Administration legal staff will need to be consulted so that the standard contract forms developed for this purpose shall satisfy this requirement.

C. Ownership of recorded materials produced under the above conditions resides with the University. The University may copyright these materials when it is agreed upon by the interested parties that such protection is appropriate.

D. The faculty member(s) will be responsible for the clearance of previously copyrighted materials which are included in recorded materials. The University will provide guidelines, release forms, and legal assistance as needed.

II. Faculty Rights

A. Autonomy

1. Suitability and relation of the project to the academic mission of the institution shall be determined by the Chancellor or his designee with the concurrence of Central Administration.

2. The sponsoring department shall designate the faculty member(s) who assumes responsibility for the content and structure of the project.

B. Internal Use

1. "Internal" is defined as all University of Wisconsin campuses and Extension by television or otherwise.

2. Internal use of recorded materials should receive timely and periodic review by users and producers to insure currency and relevance.

3. Internal users will be expected to pay to the producing institution only minimum costs based on the actual production costs of instructional materials plus a handling charge where applicable.

C. External Distribution

1. Release of recorded materials for external distribution shall be negotiated between the University and the responsible faculty member(s). When possible, this agreement shall become part of the written contract prior to beginning of production. Since all ultimate uses cannot be anticipated, provision should be made in the contract to assure that such uses could be arranged upon further negotiation.

2. Charges to external users will have to be negotiated by the producing institution with such users. It is possible that differing fees to other state agencies, non-profit educational users, consortium users and others will be a result of these negotiations.

D. Revision or Withdrawal

1. The recorded materials shall not be altered or revised without consultation with the original responsible faculty member(s).

2. The responsible faculty member(s) may recommend to the University and other users the discontinuance of distribution and/or use of materials which he/she deems no longer appropriate or detrimental to his/her professional reputation.

3. If the University continues the discussion and/or use and/or the authorization of use by others of materials contrary to the recommendation of the responsible faculty member(s), all identification of the faculty member(s) shall insofar as possible be removed from the material and it shall not be advertised or presented as his/her work.

III. Faculty Compensation

A. Production

1. Faculty should normally be accorded released time at a declining level through the stages of planning, production, and presentation, including the first and subsequent semesters of utilization. Faculty eligible for released time shall include the responsible faculty member or other faculty members assigned by department or its functional equivalent.

B. Reuse

1. The responsible faculty member(s) shall be offered the opportunity to assume responsibility for the presentation of the recorded material. If he or she declines, the assignment of responsibility will be made by the Chancellor or his designee.

2. The responsible faculty member(s) should be consulted when recorded materials are considered for use in courses other than the one for which they were produced.

C. Compensation for External Distribution

1. The financial benefits of external distribution shall be shared by the department of functional equivalent, the responsible faculty member(s), and the institution, with a portion designated for the production group.

2. It is recommended that before amortization of the institution's total investment is complete, the division shall be: 20% to the department or functional equivalent, 10% to the faculty member(s), and 70% to the institution for amortization of production costs.

3. It is recommended that after amortization of the institution's total investment, the division shall be: 25% to the faculty member(s) and 75% to be divided between the department or functional equivalent and the institution in a proportion to be determined by the Chancellor.

4. It is recommended that the department's or functional equivalent's share be devoted to (1) teaching load adjustment necessitated by production, or (2) development of new course materials and/or the revision of upgrading of the original recorded materials.

5. This distribution shall be continuing except in the case of termination or death. (See Section III E. 2.)

6. Recommendation III. (C.) (2) and III. (C) (3) do not apply to "work-for-hire" arrangements or to the production of copyrightable materials as an assigned duty.

D. Outside Resource Person

1. Fees for outside consultants or guests shall be negotiated between the production unit, the responsible faculty member(s), and the guest.

E. Compensation Following Termination

1. The institution's right to use recorded materials will continue regardless of the employment status of the responsible faculty member(s).

2. The faculty member's share in external distribution revenues shall remain the same for a four year period and shall accure to hir or her heirs in the event of termination or death.

IV. Administration and Review of Guidelines

A. Administration of these guidelines shall be vested in the Chancellor or his designee.

B. Appeal from differences arising out of contract negotiations may be referred to a board convened by Central Administration, Academic Affairs.

C. These guidelines may serve as the basis of contract between the responsible faculty member(s) and the institution.

WAIVER OF SEGREGATED FEES - 1/12/74

Segregated fees will be excluded as part of the charge for course offerings when the courses taken are physically remote from the campus and it is improbable or impossible for students in such courses to make use of campus facilities.

Segregated fees will also be exluded as part of charges for faculty or classified employees who are enrolled in courses at Stout. Faculty and classified employees may receive this waiver on the basis that they are entitled to use of campus facilities based on their employment.

When such waivers are granted, the student foregoes entitlement to such services as were waivered.

D. PUBLIC INFORMATION

Information concering faculty and student activities or accomplishments is released to local, state and national news media through the office of University Relations which maintains a news service for this purpose as part of the Chancellor's Office. In addition, contacts are made through this office whereby representatives of the area press, radio and television cover selected campus activities.

This policy assures faculty members of maximum coverage concerning their accomplishments and assures Univ. of Wis. - Stout that the achievements of its faculty and students will reflect widely and creditably upon the university.

Consequently, all ideas or material suitable for such general news releases should be delivered in person to the University News Service or sent with an explanatory note through the mail. However, because of the technical aspects of releasing public information and to assure its accuracy, the "personal transfer" technique is preferred.

Faculty members are encouraged to contact the university news service with ideas which may lend themselves to feature articles or picture possibilities which, by their nature, usually receive special attention from most editors and news directors.

Magazine articles written by faculty members for the publications of professional organizations to which they belong or specialized information for learned publications may be sent directly to the publication concerned. A note announcing the acceptance of such material is then welcomed by the Director of University Relations.

Adherence to the aforementioned procedures is advised so that faculty members may be relieved of the burden of writing articles of a public information nature for newspapers, radio, television or general magazines.

Experience has proven that a more adequate, uniform presentation of public information is possible by the assignment of such responsibility to trained personnel.

E. FACULTY RESPONSIBILITIES AND DUTIES

The following is descriptive of positive roles for teaching members of the faculty:

CREDENTIALS

Each faculty member is responsible for seeing that the file of his credentials is complete. As additional credits are earned, a transcript of these credits should be added to the faculty member's personal file in the Vice Chancellor's Office.

Personnel files are not available to members of the public without the consent of the person who is the subject of the file. Faculty are entitled to have access to his or her own file, except for documents which are permissibly confidential. Under Wisconsin law, information which was obtained under an official pledge of confidentiality, where such a pledge was necessary to obtain the information, may be held in confidence. Otherwise, a document in a personnel file may not be withheld from a person who is authorized to examine the file, including the faculty member.

TEACHING-LEARNING FACILITATION

Faculty members are responsible for:

1. Stating in writing at the beginning of each semester, to each student and to the department chairman:

   A. The objectives of each course for which the individual is responsible.

   B. The course content in clear and concise terms.

   C. A statement of attendance policies.

   D. A statement of the evaluation procedures used to determine the final grade.

2. Showing evidence of evaluating the instruction by demonstrating how the course objectives are being achieved (if asked by the department chairman).

3. Establishing and implementing a plan of evaluation of instruction from students and/or faculty.

4. Abiding by the principle established by the article entitled, "A statement of the Association's Council: Freedom and Responsibility"- AAUP Bulletin, Winter, 1970, pp. 375, 376, as follows:
   'It is improper for an instructor persistently to intrude material which has no relation to his subject, or to fail to present the subject matter of his course as announced to his students and as approved by the faculty in their collective responsibility for the curriculum.'"

INSTRUCTIONAL ADVISEMENT

Members of the faculty are responsible for:

1. Allocating a number of hours a week needed for instructional advisement.
2. Posting a schedule of times available to students.
3. Being accessible to the students during the time designated for instructional advisement.
4. Providing each student with an analysis of class work and constructive suggestions for improvement when this advice is sought by the student.

FACULTY MEETINGS

Faculty meetings are held as occasions for them arise, usually on call by the Chancellor. Faculty members are expected to attend these meetings. School, division and departmental meetings are scheduled by the respective deans, directors and chairmen.

ATTENDANCE AT COMMENCEMENT

At Univ. of Wis., - Stout commencement activities are considered to be part of the faculty-student relationship. There should be faculty participation at all commencements. Administrators, department chairmen and one or two faculty members from each department, depending on department size and selected by the department chairman, are required to attend. All faculty are invited to attend. Faculty members are expected to attend in academic dress of cap, gown and hood. Rental of regalia may be arranged at the bookstore in the Student Center. Requests to be excused from activities at a particular commencement should be submitted to your immediate supervisor.

DUTIES AND RESPONSIBILITIES OF ORGANIZATION ADVISERS

At Univ. of Wis., - Stout a faculty member accepting appointment or election as an adviser is expected to be an active participant in the organization.

1. He should plan to attend as many of the regular and special meetings as possible. Also, he should serve as a resource person for the executive and nominating committees. His specific role on these committees will be determined by the constitution of the organization.
2. He should work cooperatively with the officers in helping members develop efficient and interesting meetings. In part, this will involve a knowledge of standard parlimentary procedure.
3. He may wish to check the treasurer's books occasionally but the actual auditing of these books is arranged on an annual basis by the business office.

4. He will be expected to chaperone all major social activities of the organization. If he finds it impossible to serve as chaperone, he should see that a chaperone is secured in accordance with University regulations. He will be informed of all minor social activities.

5. He can be of great value in helping the group develop acceptable social behavior. University students generally are anxious to conform to usual social customs; frequently an adviser will perform his greatest service by effective counseling in this way.

6. He will be able, unobtrusively but definitely, to assist individual members with their problems. When advisable, he should use all of the personnel services available, either by referral or by conference.

7. He should be on the alert for special talent among members of the group and should encourage the development of such talent.

8. He will encourage the members to achieve a continuous evaluation of their program.

The adviser should be familiar with the Student Handbook, especially the sections on the Student Conduct Code.

A faculty member ordinarily will not serve as an adviser during his or her first year at Stout. Special approval for a waiver of this provision may be requested of the Dean of Students.

COURSE OUTLINES

Department Chairmen will maintain an up-to-date file of course outlines for their respective departments.

UNSCHEDULED COURSES

Instructional activities conducted on campus utilizing university facilities and the service of university personnel, and for which fees are collected, must be approved in the same manner as any other learning experience. Fees would be collected in the same manner as the procedure already existing for other university learning experiences.

DUTIES OF CHAPERONES

A chaperone at a major social event has a dual obligation: To assist the organization in conducting a successful affair and to act as the official representative of the University.

Some suggested responsibilities include:

1. Seeing that the student hosts and hostesses perform adequately.

2. Assisting the committee in charge of the event to encourage everyone present to participate.

3. Helping the committee to maintain acceptable standards of conduct.

4. Acting promptly in cases of serious infraction of University standards.

5. Reporting the activity as requested, indicating suggestions for future events.

6. Remaining at the social event for its duration.

University social events are as much a part of University life as are other University activities. Such events provide students an opportunity for the development of poise, grace, and skill in meeting people in natural situations. They should help raise the student's standards of entertainment and increase acquaintanceship among students.

EXIT PROCEDURES FOR FACULTY AND ACADEMIC STAFF

Department administrators are expected to hold an exit interview with each staff member who will not be returning. At that time the staff member will be given a check-out form which will provide for clearance in the following areas in order that the final payroll check will be issued.

1. Check your keys in with Mr. Golden, Buildings and Grounds, General Services Building.

2. Return all University of Wisconsin-Stout books to the library.

3. Be certain all university accounts are paid in full at the Business Office.

4. Faculty Handbook returned to immediate supervisor.

5. Forwarding address given to Payroll Office.

6. All textbooks returned to the Textbook Service.

7. Rental Car Charge Card must be returned to Administrative Services Office, 325 Administration Building.

8. All university property not indicated in the above must be returned to the proper source (such as department).

9/28/70

FACULTY PARTICIPATION IN STRIKES OR BOYCOTTS

Resolution 3625. Resolved, That a faculty member of the Wisconsin State Universities System, as an employee of the WSU Board of Regents, is prohibited, as a condition of employment, from engaging in strikes or boycotts against the normal teaching activities of said System, and from encouraging or causing others to engage in such strikes or boycotts, and from advocating such strikes or boycotts.

Such conduct may result in forfeiture of salary, suspension without pay and/or termination of employment under such rules and regulations as may be promulgated by the Board of Regents, WSU System.

POLICY FOR EMPLOYEES ENGAGING IN POLITICAL ACTIVITY, SEEKING ELECTIVE OFFICE AND SERVING AS AN ELECTED OR APPOINTED OFFICIAL

Resolution:

That the following policy for employees engaging in political activity, seeking elective office and serving as an elected or appointed official, be approved:

1. No political campaigning activities shall be engaged in during hours when an employee is expected to be performing his or her regularly scheduled university duties. Further, as provided in recent state legislation, no officer or employee may solicit or receive or be involved in soliciting or receiving any contribution or service for any political purpose from any officeroor employee of this state while on state time or engaged in his official duties as an officer or employee.

2. If a staff member chooses to enter a primary campaign, he or she, in consultation with the department chairman and dean should determine whether or not this activity will impair or encroach on performance of university duties. If it is determined that it will, a reduced-time appointment should be arranged for the period of the primary campaign.

3. If a staff member is a candidate in a regular election, step 2 should be followed with the expectation that a reduced-time appointment would be in order.

4. If a staff member is elected, he or she may be granted a leave of absence for the initial term of office where the time demands of the office would not allow continuance of full or part-time performance of university duties. If the individual is elected to a second term, it would be the normal expectation that the individual would sever his or her relationship with the university. If a campus wishes to extend the leave of absence in this instance, justification should be advanced to the President of the System and the extension must receive the specific approval of the Board of Regents.

5. If a staff member accepts appointive, local, state or national office, political or educational in nature, he or she may be granted a leave of absence for the initial appointment term where the time demands of the office would not allow continuance of full or part-time performance of university duties. Extension of the leave beyond the initial term shall require justification and approval as outlined in 4 above.

6. Service as an elected or appointed official on off-hour demand activities (e.g. school boards, city councils, county boards or on local, state or national commissions) would not normally require a reduced appointment or leave of absence. Each case should be reviewed.

INTERIM POLICY FOR THE IMPLEMENTATION OF THE WISCONSIN OPEN MEETING LAW CHAPTER 297, SECTION 66.77 WISCONSIN STATUTES

The Wisconsin Open Meeting Law (66.77 Wisconsin Statutes) is based upon the need for "informed electorates." Thus all meetings of governmental bodies must be open to any interest citizen. A governmental body is any formally constituted state or local agency (see 66.77, Section 2.c for complete definition). A meeting means the convening of any governmental body in a session such that the group is vested with authority, power, duties, or responsibilities not vested in any of the individual members (see 66.77, Section 2.b for complete definition of an open session) unless declared a closed session. Closed sessions may be declared for the following purposes:

(a) Deliberating after judicial or quasi-judicial trial or hearing;

(b) Considering employment, dismissal, promotion, demotion, compensation, licensing or discipline of any public employe or person licensed by a state board or commission or the investigation of charges against such person, unless an open meeting is requested by the employe or person charged, investigated or otherwise under discussion;

(c) Probation, parole, crime detection and prevention;

(d) Deliberating or negotiating on the purchasing of public property, the investing of public funds, or conducting other public business which for competitive or bargaining reasons require closed sessions;

(e) Financial, medical, social or personal histories and disciplinary data which may unduly damage reputations;

(f) Conferences between any local government or committee thereof, or administrative body, and its attorney concerning the legal rights and duties of such agency with regard to matters within its jurisdiction;

(g) Partisan caucuses of members of the state legislature;

(h) Transacting the business of the state legislature, pursuant to joint rules of the senate or assembly, which specifically so permit.

Groups that must follow this law are all task forces, department committee meetings, and department meetings, all school or college meetings, division council meetings, chancellor council meetings, senate meetings, and standing committee meetings. Any group requiring an interpretation as to whether they must follow this law may be determined from the vice chancellor upon written request.

Notification of all meetings will be achieved in the following manner:

(1) A monthly calendar of all meetings that meet on a weekly basis will be posted in the Student Center and Administration Building and distributed to the news media who have filed a written request for such material. This calendar will list the body meeting, the time and place of their meeting, a summary of the agenda, how the complete agenda can be obtained, and the chairman of the meeting.

(2) A weekly calendar of meetings not regularly scheduled. This calendar will list the group meeting, the time and place of the meeting, a summary of the agenda, how the complete agenda can be obtained, and the chairman of the meeting. This calendar will be posted in the Student Center and Administration Building and distributed to the news medias requesting

such notice. The individual initiating the meeting and/or the chairman of the committee will be responsible for seeing that the meeting is properly publicized.

The development of the monthly and weekly calendars will be the responsibility of the Director of University Relations. All scheduled meetings will be posted by submitting the completed attached form to the Director of University Relations. Additional information on meetings may also be obtained by calling the chairman of the meeting.

Secret ballots may not be taken by a governmental body at any meeting open or closed. Any member of the group may require that a vote be taken in such a manner that the vote of each member may be determined and recorded.

Additional information may be obtained by reviewing the entire statutes which is as follows:

1973 Senate Bill 462

Date published*: June 15, 1974

CHAPTER 297, LAWS OF 1973

AN ACT to repeal and recreate 66.77 of the statutes, relating to open meetings of governmental bodies and providing a penalty.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

66.77 of the statutes is repealed and recreated to read:

66.77 OPEN MEETINGS OF GOVERNMENTAL BODIES. (1) In recognition of the fact that a representative government of the American type is dependent upon an informed electorate, it is declared to be the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental affairs and the transaction of governmental business. The intent of this section is that the term "meeting" or "session" as used in this section shall not apply to any social or chance gathering or conference not designed to avoid this section.

(2) In this section:

(a) "Closed session" means any meeting not an open session.

(b) "Meeting" means the convening of a governmental body in a session such that the body is vested with authority, power, duties or responsibilities not vested in the individual members.

(c) "Governmental body" means a state or local agency, board, commission, committee, council or department created by constitution, statute, ordinance, rule or order; a municipal or quasi-municipal corporation; or a formally constituted subunit of any of the foregoing.

(d) "Open session" means a meeting which is held in a place reasonably accessible to members of the public, which is open to all citizens at all times, and which has received public notice.

(e) "Public notice" means statutorily required notice, if any. If no notice is required by statute, it means a communication by the chief presiding officer of a governmental body or his designee, to the public and to the official municipal or city newspaper designated under s. 985.05 or 985.06, or if none exists, then to members of the news media who have filed a written request for such notice, which communication is reasonably likely to apprise members of the public and of the news media of the time, place and subject matter of the meeting at a time, not less than one hour prior to the commencement of such meeting, which affords them a reasonable opportunity to attend.

****

*Section 990.05, Wisconsin Statutes: Laws and acts; time of going into force. "Every law or act which does not expressly prescribe the time it takes effect shall take effect on the day after its publication."

(3) Except as provided in sub. (4), all meetings of governmental bodies shall be open sessions. No discussion of any matter shall be held and no action of any kind, formal or informal, shall be introduced, deliberated upon, or adopted by a governmental body in closed session, except as provided in sub. (4). Any action taken at a meeting held in violation of this section shall be voidable.

(4) A governmental body may convene in closed session for purposes of:

(a) Deliberating after judicial or quasi-judicial trial or hearing;

(b) Considering employment, dismissal, promotion, demotion, compensation, licensing or discipline of any public employe or person licensed by a state board or commission or the investigation of charges against such person, unless an open meeting is requested by the employe or person charged, investigated or otherwise under discussion;

(c) Probation, parole, crime detection and prevention;

(d) Deliberating or negotiating on the purchasing of public property, the investing of public funds, or conducting other public business which for competitive or bargaining reasons require closed sessions;

(e) Financial, medical, social or personal histories and disciplinary data which may unduly damage reputations;

(f) Conferences between any local government or committee therof, or administrative body, and its attorney concerning the legal rights and duties of such agency with regard to matters within its jurisdiction.

(g) Partisan caucuses of members of the state legislature;

(h) Transacting the business of the state legislature, pursuant to joint rules or rules of the senate or assembly, which specifically so permit.

(5) No motion to hold a closed session or to adjourn an open session into a closed session shall be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made the general nature of the business to be considered at such closed session, and no other business shall be taken up at such closed session. No governmental body shall commence an open session, subsequently recess into a closed session, and subsequently reconvene into an open session within a 12-hour period, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the initial open meeting.

(6) Unless otherwise specifically provided by statute, no secret ballot shall be utilized to determine any election or other decision of a governmental body at any meeting, and any member of such body may require that a vote be taken in such manner that the vote of each member may be ascertained and recorded.

(7) No duly elected or appointed member of a governmental body shall be excluded from any meeting of such body, or from any closed session of a subunit thereof, unless the parent body adopts rules to the contrary.

(8) Any member of a governmental body who knowingly attends a meeting of such body at which a violation of this section occurs shall forfeit without reimbursement not more than $200 for each such violation, provided that he shall not be liable if he calls for a vote on whether the body shall take that action constituting such violation, or if he is recorded in the minutes of the body as voting against the action constituting such violation.

(9) The department of justice may bring an action under this section on its own motion. In such cases, the court shall award the recovery of the forfeiture together with reasonable costs to the state.

(10) The district attorney may commence an action under the section upon the verified complaint of any person. In such cases, the court shall award the recovery of reasonable costs to the county. If no action is commenced within 20 days after verification such person may bring an action in his own name and, if the defendant is found quilty of violating this section, the court may award costs and reasonable attorney's fees to the plaintiff.

UNIVERSITY OF WISCONSIN - STOUT

OFFICIAL WEEKLY MEETING NOTICE

Group Name: _____

Person in Charge: _____

Meeting Date: _____ Time: _____ Building: _____ Room: _____

Brief Agenda Summary: _____

_____

_____

_____

Please send to Chuck Buelow, Administration building, by 3 p.m. Friday for Monday morning posting.

UNIVERSITY OF WISCONSIN - STOUT

OFFICIAL MONTHLY MEETING NOTICE

Group Name: _____

Person in Charge: _____

The above group will meet each _____ during the month of _____
(Day)

in _____ of _____.
(Room Number) (Building)

Brief Agenda Summary for the month: _____

_____

_____

_____

Please return to Chuck Buelow before the first of every month for posting by the first.

SCHEDULING EDUCATIONAL ACTIVITIES

1. FINAL EXAMINATIONS

a. Background. Eight or nine years ago, Stout moved away from a "final examination week," and proposed in its place continuous progress evaluation. (In the past year several other universities in the system have also eliminated "final exam week.")

Realizing that some instructors find longer periods valuable for certain kinds of evaluation, but that development of a special schedule for finals restricts the culminating activities in classes where such an evaluation procedure is not appropriate, the following policy will be implemented for 1973-74:

b. Policy.

(1) Any instructor wishing to give an examination requiring greater time than a normal class period may elect to do so. There will be consultation with the department chairman when this approach is chosen.

(2) The longer period will be scheduled through the Registrar's Office, generally after 6:00 p.m. to minimize conflicts. Requests will be made to the Registrar by the end of the second week of the term.

(3) Conflicts in individual student schedules which result from these changes will be worked out between the student and the instructor.

(4) The instructor may cancel regular class hours in an amount equal to the length of the exam period.

(5) Announcement of any special examination periods will be made to the class by the end of the third week to allow the student to plan accordingly.

2. TIME PERIOD FOR TURNING IN GRADES

a. Background. For a number of years, faculty have been requested to turn in grades within 24 hours of the end of the semester. There were several reasons for this procedure. It was desirable to inform students as soon as possible of their achievement; students who were to be dropped as a result of low grades should be given the maximum chance to appeal the decision; and with computerization of grade reports, the cost of filling in grades turned in late becomes sizeable.

There was at least one major disadvantage of this early grade reporting requirement. Faculty who wish to give "final exams" which require a considerable amount of time to grade were encouraged to give the exams sometime before the end of the course, with the result that many students left the campus several days before the end of the semester.

b. Policy. Faculty are strongly encouraged to provide stimulating classes through the last scheduled period of each term. Grades will be due in the Registrar's office no later than four days after the end of the term, Sundays and holidays not included. The Registrar will announce the due date to the faculty each term.

3. SPRING RECESS

a. Background. For a number of years, spring recess included Easter. If Easter was early, the recess followed Easter Sunday; if Easter was late, the recess preceded Easter Sunday. As we moved the end of the academic year to the middle of May (to facilitate ending the first semester before Christmas and eliminate a "lame duck session"), we created a "new lame duck session" between Easter and the end of the school year. Also, there was an exceptionally long period without a break during Semester II.

b. Policy. Spring recess will consist of one week immediately following the third quarter (mid-point of Semester II). Classes will be dismissed on Good Friday, regardless of when it falls.

4. LENGTH OF SCHOOL DAY

a. Background. This spring it was announced that the following period schedule would begin with Semester II, 1973-74:

Period No.	Time
I	8:00 - 8:50 A.M.
II	9:00 - 9:50 A.M.
III	10:00 - 10:50 A.M.
IV	11:00 - 11:50 A.M.
V	12:00 - 12:50 P.M.
VI	1:00 - 1:50 P.M.
VII	2:00 - 2:50 P.M.
VIII	3:00 - 3:50 P.M.
IX	4:00 - 4:50 P.M.
X	5:00 - 5:50 P.M.
XI	6:00 - 6:50 P.M.
XII	7:00 - 7:50 P.M.
XIII	8:00 - 8:50 P.M.
XIV	9:00 - 9:50 P.M.

It has been a common practice to schedule a majority of courses in "prime times", usually 9-11 and 1-3.

b. Policy. Beginning with Semester II, 1973-74, all departments are required to evenly spread their classes from periods I-X and to carefully select a few courses for scheduling in the evening and Saturday morning. School deans will rule on necessary exceptions to this policy.

NOTE: *Alternative II accepted on 2 years probationary period. To be reviewed at that time.*

October 1974

UNIVERSITY OF WISCONSIN - STOUT
Grading Policy

1.0 The grading policy at UW-Stout provides for two distinct alternative grading methods. As a point of departure, all current course offerings are considered to be operating under Alternative I. Movement of sequences of learning experiences to the Alternative II policy, which is designed to facilitate competency based instruction, may be accomplished through the normal instruction and curriculum approval process.

A request for learning experience to be graded under Alternative II will include at least the following:

a. List of competencies which are to be achieved.
b. Criteria for measurement of achievement.
c. Description of procedures for evaluation of student achievement.
d. Description of process for recording and reporting achievement of competencies.
e. The level and credit-hour equivalency of the learning experience sequence.

The nature of the descriptive material should be such that the curriculum committee is able to judge that the academic integrity, level, and rigor of the resulting learning experiences will be consistent with the expectations of the university for course sequences at a comparable level.

Sequences of Learning Experiences designated by curriculum committee action for grading under Alternative II will be so graded for all students enrolled; reversion to Alternative I will similarly require action of the curriculum committee at the request of the program director or directors.

2.0 Provisions of Alternative I Grading Policy

2.1 Each Faculty member is responsible for providing a grade for every student enrolled in his or her classes at the end of the term of enrollment based upon the officially approved grading symbols.

2.2 The following grade categories may be assigned by faculty members responsible for instuction in the course:

2.21 Evaluative Grades

2.211 To undergraduate students:

A - Exceptional Achievement
B - Above average
C - Average
D - Below average, but passing
F - Failure

2.212 To graduate students:

A - Exceptional achievement
B+- Above average graduate level work
B - Average graduate level work
B-- Below average graduate level work
C - Acceptable, but less than expected graduate level work
D - Unacceptable graduate level work
F - Failure

2.22 Non-Evaluative Grade

I - Incomplete

May be given in a course where the student fails to complete the work due to absence over which he has no control, provided his work has been satisfactory during the period of attendance in the course. A statement on the approved form should be attached to the grade roster, including reason for "I", removal requirements, approximate grade, and a deadline not less than four weeks nor more than one year from the end of the term that the "I" was given. Each instructor must assign an evaluative grade symbol or a "W" for each incomplete given within one year of the date that the "I" is assigned. Incompletes not removed within one year will be referred to the department chairman for grade assignments.

"IP" - In Progress

May be given when the student has been in regular attendance but required additional time to accomplish the course requirements. A statement on the approved form should be attached to the grade roster, including the reason for the "IP", removal requirements, approximate grade, and a proposed date by which the "IP" will be removed.

The grade "IP" may be given for Research Papers, Thesis, Independent Study, Field Experience, Internship, and other courses approved through the normal instruction and curriculum approval process.

If the "IP" is not removed within two years of the date end of the term in which it was given, the course must be re-registered for to remove the "IP". The grade "IP" will remain on the record until an evaluative grade is assigned.

2.3 Grades Assigned by Other Than Instructor

2.31 The grade of "W" (withdraw) will be assigned by the registrar for authorized withdrawal from class after two weeks of class.

2.4 Grades Not Assigned

Should a faculty member fail to assign a grade to an enrolled student, the registrar will notify the chairperson of the department which offers the course. The chairperson, upon consultation with the faculty member, will assign an appropriate grade (A,B,C,D,F, or I) under the provisions of article 2.2 above.

2.5 Grading Option for Students

Within the first two weeks of the term of enrollment, a student may petition the registrar to record a grade of S or U for any course. The grade S will be recorded if the evaluative grade submitted by the instructor is A, B+, B, B-, or C. The grade of U will be recorded if the evaluative grade submitted is D or F.

No student may elect the S or U system for more than 10 percent of the credits for an undergraduate degree, nor more than one course in any term, nor for any course in a graduate program.

Courses for which an S - U grade is elected and an S achieved, may be applied to an undergraduate degree program at the option of the program director.

The grades of S and U are not considered in calculating the grade point average. The grade of S carries credit; the grade of U carries no credit.

3.0 Provisions of Alternative II Grading Policy

3.1 The Curriculum approval process for a Sequence of Learning Experiences for grading under Alternative II will specity the following:

3.11 The name and number by which the Sequence will appear on the official transcript of the student.

3.12 The level of the Sequence (freshman, sophomore, junior, senior, basic graduate, or advanced graduate).

3.13 The Sequence is defined in terms of equivalency factors related to current programs or possible modification of or new programs.

3.14 The list of competencies which comprise the Sequence.

3.15 The criteria by which these competencies are measured.

3.16 Evaluative procedures.

3.2 Specification of Developmental Levels.

3.21 The Developmental Level achieved for each competency in a Sequence will be entered on the student's Narrative Record, using a four-point numerical scale, defined as follows:

3.211 Developmental Level 1: qualified to instruct or lead others; to combine with related competencies to develop original problems or solutions.

3.212 Developmental Level 2: performance without supervision, and with initiative and adaptability to related areas.

3.213 Developmental Level 3: Periodic assistance and/or supervision required.

3.214 Developmental Level 4: Can perform with supervision and assistance. Development is at the level of knowledge/awareness.

3.22 Each degree program which included a given sequence will specify the required percent of competencies within that sequence which must be achieved at Developmental Level 1 (see article 3.211 above) and the maximum percent which are acceptable at Developmental Level 4 (see article 3.214 above). The program may also specify the minimum developmental level of attainment acceptable for individual competencies within the program. The official transcript will show the percent of competencies within the sequence in which the student has achieved each of the four Developmental Levels. This information will be recorded on the transcript at the end of the term in which the Sequence is completed.

3.3 On the official transcript, the name, number, equivalence, and the Achievement Indicator for the Sequence will be recorded.

3.31 The official transcript will be marked with this information at the end of the term in which the student undertakes the Sequence. If the Sequence has not been completed at that time, "I.P." will be recorded in place of the Achievement Indicator. The definition of "I.P." will be idential to that in section 2.22, except that no statement of reasons, removal requirements, approximate grade, or time for removal need be attached to the grade roster.

3.32 The Achievement Indicator for the sequence is an indicator of the quality of attainment of the student and represents the informed professional judgement of the responsible faculty member. The following Achievement Indicator may be assigned:

3.321 M: Competencies attained to the developmental level specified in the degree program.

3.322 O: This grade should be assigned to those students who show exceptional

initiative, and/or capability for implementation, and/or potential for professional growth, and/or evidence of exceptionally noteworthy attainment.

Each grade of "outstanding" is accompanied by a descriptive statement of justification, to be included in the narrative record of the sequence.

3.4 The student's Narrative Record will consist of the list of Sequences for which he or she has enrolled, the competencies which comprise each sequence, the criteria by which the competencies were measured, and a description of the evaluative procedures.

3.41 The Narrative Record for a given Sequence will be initiated at the beginning of the term in which the student enrolls for the sequence. Maintaining this Record will be the responsibility of the faculty member assigned to supervise the learning experience. At the end of the term, the faculty member will submit a copy of the Narrative Record to the Registrar. A copy of the updated Narrative Record will be submitted at the end of each term thereafter, until the Sequence is completed or until six terms have elapsed, whichever occurs sooner.

3.42 Upon completion of a Sequence, the Narrative Record of that Sequence will be reporduced on Microfiche copy and maintained in the Registrar's office. Copies of the Narrative Records for all Sequences for which a given student has enrolled will be furnished upon request, on payment of costs, as a supplement to the Official transcript.

Grade Reports

Each faculty member receives from the Registrar a class roster and grade sheets. A record book is obtained from University stores.

Grade reports are due in the office of the Registrar within 48 hours after the final class period in May and August, and 36 hours in January. These grade sheets are returned to the Registrar as part of the official record.

LIQUOR ON CAMPUS POLICY

UW 1.07(8) LIQUOR. The use or possession of intoxicating liquors, or fermented malt beverages with an alcoholic content of more than 5 percent by weight, is prohibited on all university property, except in faculty and staff housing, and in housing units specifically designated by the chief administrative officer, and at suitable times under decorous conditions, in faculty and staff dining, conference or meeting facilities, subject to statutory age regulations.

F. FACILITIES AND EQUIPMENT - SCHEDULING AND USING

ACTIVITIES CALENDAR

The Stout Student Association maintains the official University calendar for extracurricular activities. This calendar is established through the cooperative efforts of the person scheduling an activity, and the Student Senate, and the Athletic Director. Faculty members may contact the Program and Activities Coordinator for assistance.

BULLETIN BOARDS AND MAILBOXES

Bulletin boards are maintained in each building. The control of individual bulletin boards resides with the administrative head of the school, department, or unit utilizing specific bulletin boards.

Faculty mailboxes are maintained in the lower corridor of the Administration Building. Student mailboxes are maintained in the lower corridor of the University Center and in the Commons. Only auchorized persons are permitted in the mailrooms.

DATA PROCESSING SERVICES

Data Processing services are available to faculty members. The Data Processing Center is located in the basement of the Administration Building. The Administrative Processing and Test Scoring is located in Room 25 and complex. The Academic and Research Processing is located in Room 18 and complex.

The Center has an IBM System/3 for administrative work and has an IBM 1130 System and a Digital Equipment Corporation PDP 11/40 System for academic and research support. The PDP 11/40 System is a time-sharing system and will support terminals on the campus.

The Test Scoring Unit, an IBM 1230 Optical Scanner, is used for scoring and the 1130 System is used for test statistics and analysis.

Sorters and keypunches are available on the campus.

Faculty should contact the Administrative Data Processing Director for administrative support and should contact the Coordinator of Academic Computer Operations for academic research support.

DISPOSAL OF SURPLUS PROPERTY

Section 15.59, Wisconsin Statutes, requires that the Director or the Bureau of Purchases provide rules and regulations for the disposal of surplus supplies, materials and equipment between state agencies, or by private or public sale.

In accordance with rules of the Bureau of Purchases, reports of surplus materials are to be made to the Bureau by the various State agencies. The Bureau of Purchases then serves as a clearing house for surplus materials.

Each staff member is therefore requested to report to his dean or supervisor any material which he deems surplus to his educational area. The Dean or Supervisor will, in turn, send that report to the Business Office. Very often material which is surplus in one area of the University

has value in another area. If the material is not of value to any educational area of the University, the Business Office then declares that material "surplus" to the Bureau of Purchases.

All surplus property should be reported in writing to the Purchasing Department, located in the new Administration Building. A department requisition may be used in reporting the items declared as surplus, also it should clearly identify both the items and the locations of the same.

Surplus property lists are compiled by the University Purchasing Department and forwarded direct to the Bureau of Purchases in Madison, who in turn declare the items surplus. The Bureau may or may not authorize our local people to dispose of the items, in other words, the items may be transferred to another state agency.

KEYS AND LOCKS - 7/16/74

The purposes of an effective key and locking procedure are as follows:

1. The Wisconsin Administrative Code Section UW 1.07(7) currently reads as follows:

   "Keys. It shall be illegal to request the unauthorized duplication or to duplicate a university key. It shall also be illegal to transfer any university key from a person entrusted with possession to an unauthorized person, or to be in possession of such key."

2. The university has insurance coverage only on certain types of items and then only when "forced entry" into an area can be proven. Misplacing items, disappearing items, and lost items are simply not covered by insurance.

3. Individuals' personal items are not covered by insurance.

4. A vulnerability study conducted by the state in September, 1970, resulted in a specific recommendation that Stout "establish an effective control program for locks and keys."

5. The cost of the original keying and locking system is borne by the university. Changes and/or additions will be implemented on a chargeback procedure whereby costs will be borne by the requesting department.

The following guidelines for the issuance of keys are as follows:

1. Individuals will be issued keys for only those areas or rooms for which they are budgetarily and administratively responsible. For example:

   a. A dean would receive the necessary keys to allow access to the buildings and doors and areas under his jurisdiction.

b. Department chairmen would receive a building key and keys for only those doors and areas under his jurisdiction.

c. A faculty member would receive a building key and the necessary keys to allow access to his office and to his classrooms if he has a specifically assigned or specialized area.

d. An administrator would be issued the necessary keys to allow access to a building and only to those areas under his jurisdiction.

2. Only department supervisors will be given keys with one spare set (perhaps for the secretary). Other employees can gain access to their work area by temporary assignment of the spare keys by the supervisor or by being admitted by the custodian.

3. Part-time employees will not be issued keys. Student assistants will not be issued keys directly. Their department chairman can request keys and be fully responsible if he lends the keys.

4. Building custodians can unlock doors to allow access for those who have forgotten their keys.

5. Once a keying system has been established for an area, departments will be charged back the cost of re-keying because of lost, misplaced, or stolen keys.

6. The custodial, security, and maintenance staffs will be allowed access to areas as required.

There will be exceptions to the above only upon written instructions via the Assistant Chancellor of Administrative Services.

The procedure for obtaining keys is as follows:

1. Keys may be acquired by presenting a department requisition to the Building Maintenance Department which has been approved by a department chairman or appropriate higher-level administrator. The requisition must show the name of the individual to whom the key is to be charged and the lock location.

2. Keys are numbered and charged to the individual.

3. Everyone to whom keys are issued will sign personally for their keys with the following exceptions: chancellors, assistant chancellors, and those reporting directly to an assistant chancellor, which includes the deans and some department directors.

   Executive secretaries are authorized to sign their superior's signature when given specific permission. This will apply for those organizational positions listed above.

4. Keys are not to be transferred to another person. Persons leaving the employment of the university are to return keys to the Maintenance Department so records may be properly cleared.

5. Lost keys--Individuals and/or departments will be billed at the following rates:

   a. Replacement of a key - $2

   b. When re-keying and a lock is required - $10 per lock, plus the cost of keys

   c. When re-keying and a lockset is required - $20 per lockset, plus the cost of keys

6. Final paychecks of persons leaving the employment of Stout will be withheld until all keys have been returned to the Maintenance Department.

7. Please report all lost keys to the Maintenance Department immediately.

8. It is unlawful to duplicate university keys except by the Maintenance Department key shop.

ROOM ASSIGNMENTS

Assignment of instructional facilities (classrooms and laboratories) is made in the office of the Registrar. When the class time schedule is developed each department head is informed of the assignments prior to publishing the schedule. He has the opportunity to approve it or recommend changes. A room schedule is then kept in the office of the Registrar. Anyone wishing to schedule a classroom or laboratory should do this through the Registrar's office.

MEMORIAL STUDENT CENTER

The Memorial Student Center serves as the focal point of the University Community and provides for a great variety of activities. Its program is geared to be an integral part of the over-all University educational program. The operation of the Student Center is the responsibility of the Director of the Student Center.

Meeting rooms, bookstore, recreation room, and the "Pawn" Coffeehouse are a part of the lower level. Offices for the Tower and Stoutonia are also located on this level as well as the SSA and UAA office.

The upper level consists of a large snack bar, a ballroom, several meeting rooms, an information desk, and fireplace lounge. The offices of the Director and the Activities Coordinator are also on this level.

Student Center Hours

Sunday through Thursday - 6:30 a.m. - 11:30 p.m.
Friday and Saturday - 6:30 a.m. - 12:00 midnight

Snack Bar Hours

Monday through Friday - 6:30 a.m. - 11:30 p.m.
Saturday - 9:30 a.m. - 11:30 p.m.
Sunday - 3:00 p.m. - 11:30 p.m.

Pawn Hours

Monday through Friday - 9:00 a.m. - 3:30 p.m.
Monday through Thursday - 7:00 p.m. - 10:30 p.m.
Friday, Saturday and Sunday - 7:00 p.m. - 10:30 p.m. (Only on nights of entertainment)

Bookstore Hours

Monday through Friday - 8:30 a.m. - 4:30 p.m.

Use of the Student Center Recreation Room is limited to students, faculty, classified staff, and guests of the University. Faculty, staff and their families and guests are invited and encouraged to use the Rec Room facilities and equipment.

It should be noted, however, that all persons using the Recreation facility must present a University ID card. Faculty and staff may obtain an ID at no charge by contacting Joan Hughes in the Registrar's office at ext. 1545.

Children under the age of fourteen must be accompanied by a parent when using the Recreation Room facilities. Children fourteen or older may use the facility, however, they must present their parent's University ID card.

The preceeding policies have been established to insure a safe and pleasant atmosphere for those using the facilities as well as to insure the University Community priority in utilizing the Rec Room.

For those of you not familiar with the Student Center Rec Room, there is pool at $1.00 per hour, bowling at 45¢ per line plus 15¢ for shoes, pinball machines, and outdoor recreation equipment rental. Rental equipment includes: canoes, bicycles, tents, camp stoves, lanterns, backpacks, and coolers. The recreational resource center is also located in the Rec Room.

Recreation Room hours are as follows:

Monday through Thursday - 1:00 p.m. - 10:30 p.m.
Friday - 1:00 p.m. - 12:00 midnight
Saturday - 12:00 noon - 12:00 midnight
Sunday - 12:00 noon - 10:30 p.m.

TRANSFER OR MOVING OF EQUIPMENT

The moving of equipment from one department to another and from one building to another should be accomplished by use of the department requisition.

No equipment or property belonging to University of Wisconsin-Stout shall be taken from the premises by faculty members or other employees, nor may permission be granted by faculty members of other employees for students or "outside" persons to take such property from the University premises. One exception to this policy is in the use of audio-visual equipment for community service. Projectors, screens, or other equipment may be taken for community service use by a faculty member who assumes full responsibility for their proper use and prompt return. Such arrangements must be made by the faculty member with the head of the Media Retrieval Services.

UNIVERSITY FLEET CARS

The University of Wisconsin-Stout maintains a fleet of cars for use on official university business. A charge of 11 cents per mile will be billed to the using department.

1. Cars are available on a first-come first-served basis.

2. Vehicles are assigned on a trip basis, not for periods of time.

3. Fleet vehicles will be used only for official university business.

Drivers of Fleet Vehicles

1. Only individuals on the university payroll or with an approved Student or Volunteer Driver Authorization form will be permitted to drive.

2. Passengers will be restricted to university staff, employees, and students, or employees of other agencies or organizations on common university or state business.

   Exceptions are permitted but must have prior specific individual supervisory approval plus the approval of the university insurance coordinator.

3. Any incident involving a university vehicle, no matter how minor, must be promptly reported to the university insurance coordinator's office. Failure to report an accident promptly may cause coverage to be excluded to the point that any monetary payment may become a personal responsibility of the driver. An accident claims packet is kept in each vehicle for the driver to record information at the scene of the accident.

4. When vehicles are used by a group, each and every driver who is expected to drive that car on a trip must be qualified (as stated below) and listed at the fleet desk before the vehicle is taken.

Qualifications to Drive

1. Faculty and Staff

Faculty and staff must be granted "authorization to use" a university vehicle prior to such use according to the following procedure:

a. The individual's supervisor must complete a university form entitled "Staff and Employee Driver Authorization" and submit it to the university insurance coordinator's office, Room 325, Administration Building (extension 2559), two weeks prior to the anticipated use. (Forms are available from that office).

b. The insurance coordinator's office must check driving records with the Department of Motor Vehicles in Madison and insure that the records meet the criteria for qualification outlined by Central Risk Management.

c. The supervisor will be notified within the two week period if an individual is disapproved for driving a university vehicle due to his driving record.

d. All drivers of university vehicles shall complete or be scheduled to complete the Defensive Driver Training Course prior to operating a university vehicle. The course may be scheduled through the university personnel office (extension 2151).

2. Students and Volunteers

Student and volunteer drivers must be approved for driving a university vehicle via the following procedure:

a. A "Student or Volunteer Driver Authorization Form" must be completed by the person requesting that the student be allowed to drive and submit it to the university insurance coordinator's office at least two weeks prior to the date the individual is to drive the vehicle.

b. All the above provisions for faculty and staff (b through d) also apply to student or volunteer drivers.

It is extremely important that the above guidelines be strictly adhered to in order to be assured of insurance coverage in case of an accident.

Arrangements for the Vehicle

The fleet vehicles and the fleet desk are located at the General Services Building and all arrangements will be handled through the fleet desk, telephone extension 2356.

1. For reservations call the fleet desk, extension 2356, and supply the necessary information including your departmental account number to which charges will be billed. Personal billings are prohibited. All charges must be applied to an official university account number.

a. Keys, credit cards, and permit card must be picked up at the fleet desk between 7:30 a.m. and 4:30 p.m. Monday through Friday. These items must be obtained on Fridays for weekend departures. For earlier pickup Security personnel are on duty at 7 a.m.; however, since their duties may take them away from the desk, it is advisable to telephone the office before picking up keys prior to 7:30 a.m.

   This service will not be provided at any other time. If for some reason you should fail to obtain the keys, please arrange to drive your personal auto.

   In cases of real emergency the on-duty security officer can be reached through the Dunn County Sheriff's Office, telephone 232-1348.

b. Spaces are provided so that the driver only of a fleet vehicle may park his personal auto in one of the reserved fleet parking stalls but must make prior arrangement with the reservation clerk. The parking of other personal vehicles in these stalls could result in a parking citation.

c. During winter and cold weather periods block heaters have been installed for fleet vehicle use. Please use caution to unplug the cord before moving the car.

d. When returning the fleet vehicle, park in the lot south of the General Services Building, complete the informatin on the permit card, and immediately drop the permit card, credit cards, keys, and all charge slips into themail slot on the south side of the General Services Building between the two garage doors. A telephone is available at this location to permit local telephone calls.

e. Because the fleet vehicle parking spaces are extremely limited, please move your personal auto from the fleet parking lot immediately so that other returning drivers may have a space in which to return their vehicle.

f. The fleet parking spaces will be marked "State-Owned Vehicles."

g. Various credit cards will be issued with the vehicle. Because of the pricing arrangements, Standard Oil credit cards should not be used except for cases of emergency when no other service station is available. Credit cards may be used only for gas and oil and normal service. All other purchases are discouraged except for emergencies. Report any lost credit cards immediately.

h. If the vehicle develops mechanical difficulties outside of Menomonie, (1) ask the State Police for help or use the credit card to obtain help or (2) if repairs will cost more than $50, call Mr. Lehmann at extension 2453, the Security Office at extension 2356, or your department head for further authorization.

i. Every effort should be expended to return the vehicle at your estimated time of return because the vehicle could be signed out to another individual for immediate use. In practice it would be advisable to over-estimate your return time so that scheduling conflicts will not arise.

UW-STOUT

1974-75
PARKING REGULATIONS AND MOTOR VEHICLE
REGISTRATION PROCEDURES

Provision of off-street parking on the UW-Stout campus is essential to the keeping of roads, fire zones, and loading zones clear for the safety and protection of students, faculty and staff, and visitors.

UW-Stout Parking Regulations and Registration Procedures conform to the June 1970 Parking Resolution as adopted by the Board. They shall apply to all students, faculty, or other personnel of the university and are deemed a part of the terms and conditions of the admission and enrollment of students and the employment of faculty and staff members.

All fees collected by UW-Stout for and on account of off-street parking provided at the university shall be used for the development of parking facilities (including interest and debt amortization costs) and for enforcement of parking rules and regulations.

General Vehicle Registration. Registration of all motorized vehicles is requested but not required of all students affiliated with UW-Stout attending classes on a scheduled basis. The exact number of vehicles operating within the campus proper is needed by the university and is utilized in determining and projecting our parking needs. There is no fee associated with this registration.

Parking Registration. All students, faculty, or staff who as owners or operators of a motor vehicle(s) intend to utilize university owned or controlled parking areas must register each vehicle that will be parked in these areas. A fee for this privilege will be assessed at the time of registration. Each registrant must have a valid driver's license and be able to show proof that he carries liability insurance on the vehicle being registered.

Definitions. The term "motorized vehicle" includes automobiles, trucks, and motorcycles (motor scooters, motor bikes, and mini-bikes). Snowmobiles, sandbuggies, and other non-licensed vehicles may not be used on university owned property.

Liability. UW-Stout or any of its employees assume no responsibility for loss from theft or damage to cars registered and parked in university owned or controlled areas.

Registration Procedures. The general vehicle registration and parking registration must be completed at the time a student registers for classes or begins operation of vehicle on campus. This registration is valid for one academic year and/or summer session. Late registration may be completed at the Security Office.

Failure to register a vehicle for university parking or to properly display the parking registration decal within 72 hours after acquiring a new vehicle will result in an assessment fee in addition to the registration fee. It shall be the responsibility of a vehicle registrant to notify the Security Office promptly for any change in status (e.g., new license plates, vehicle sold or purchased, noncurrent information on the registration card, etc.).

The vehicle may be registered for one coded parking area only.

Mounting of Parking Registration Decal. The university motor vehicle parking identification decal will be issued upon payment of the parking fee and must be properly displayed to the left of the center on the rear bumper as viewed from outside and from the rear of the car. Motor bike decals are to be affixed to the rear fender. Taping or clipping on of a decal is not considered permanent or proper display. Registration is not complete until the decal is properly displayed.

Outdated and obsolete decals should be removed from the bumpers.

Identification decals are not transferable. They must be removed under the following conditions: (1) change of ownership of vehicle, (2) termination of association with the university, or (3) termination of authorized period of parking.

A lost identification decal may be replaced by applying to the Security Office and presenting a written statement of loss and evidence of payment of registration fee.

Decals which are removed from a vehicle being released for the purpose of a new vehicle may be replaced at no cost upon application to the Security Office. Identifiable portions of the old decal must be turned in at the time of application.

The decal will be honored only if it is readable. Should a decal become mutilated or obliterated, a new one must be obtained from the Security Office without charge.

If a borrowed vehicle is used when the registered vehicle is temporarily inoperative or some other unforeseen development occurs, temporary permits, not to exceed a period of three days, may be obtained from the Security Office for that purpose without charge.

Visitor Permits. Visitor permits are available in the Security Office. Visitors are any persons who are not students, faculty, or staff members of the university. Visitors with a visitor permit are entitled to park in university parking lots designated as red, yellow, blue, and orange, or areas posted as visitor parking only (but not reserved lots).

Parking Regulations. The properly registered vehicle must be parked in compliance with all parking regulations as developed by the University Security. All lots are identified by color code which corresponds to vehicle registration decal color.

All vehicles using university parking lots must be properly registered and display decal.

The identification decal entitles the vehicle on which it is affixed to be parked in the appropriately identified university parking area if there is space available; it does not guarantee that space will be available.

Owners of vehicles assigned to blue or yellow lots are requested to leave their vehicles in the parking areas from 7 a.m. to 5 p.m. on Monday through Friday on days when classes are in session. Driving to and from class is highly discouraged.

Red lots (commuter lots) are restricted for only staff and commuter student parking from 7 a.m. to 7 p.m. on Monday through Friday on days when classes are in session. Red lots may be used for open parking from 7 p.m. until 12 a.m.

Other lots are restricted as posted.

Parking lots are to be used for motor vehicles only.

Motorcycles must be parked in designated areas in each lot.

Vehicles must be moved when required for snow removal.

The Security Office is to be notified of any change in address.

This procedure will help solve some of the parking problems on our city streets for commuting students and local trade traffic.

In parking lots where stalls are indicated, vehicles must be parked within markings, thus providing maximum lot utilization.

Vehicles must be driven into parking stalls so permit decals are visible to passing traffic.

All vehicles must be removed from the university lots during vacation periods unless permission to leave the vehicle has been granted by Security. The lots may not be used as storage lots for vehicles. Violators may be towed away at owner's expense.

Abandoned vehicles (drag racers, junkers, ice racers) may be disposed of or towed away at owner's expense.

Classification of Parking Space. Parking lots and spaces are posted by color to correspond with colored bumper stickers as follows:

Blue Lots - Blue Stickers - JTC, Wigen, Fleming
Yellow Lots - Yellow Stickers - AFM, CKTO, HKMC, North, South
Red Lots - Red Stickers - Commuter students
Violet Lot - Violet Stickers - Reserved paid parking, students, faculty, staff
White Lots - White Stickers - Reserved paid parking, faculty, staff
Green Stickers - Faculty, staff - valid in any lot except reserved paid parking lots and spaces.
Violet and White Stickers are valid only in the specified numbered reserved space!

Vehicles which have the green decals can be parked in any lot, except reserved lots as posted. Stickers issued for reserved parking stalls (white and violet) are valid only in the designated reserved stall. While reserved stickers are valid for a 24-hour period, the specific parking stall maintains its reserve status only from 12 a.m. to 7 p.m. Reserve stalls are available for open parking from 7 p.m. until 12 a.m. to facilitate various campus activities.

Traffic Regulations and Violations. The Motor Vehicle Laws for the State of Wisconsin, Ordinance of the City of Menomonie, and university parking and traffic regulations are the laws in effect on university property.

Speed on campus property is 15 miles per hour unless otherwise posted.

All motor vehicle accidents on university property must be reported to the Security Office within 24 hours on forms issued from that office. If damage to either or both vehicles is $200 or more, or if there is personal injury involved, a report must be filed with the Wisconsin Motor Vehicle Department within ten days.

Parking summonses may be issued at all times when any of the following violation(s) exist:

1. Failure to register vehicle for parking on university lots or improper registration of the motor vehicle.

2. Improper display or failure to display the identification decal of the university registered vehicle.

3. Parking in an area without proper campus permit.

4. Driving or parking on service walks, lawns, playing fields, courts, or patio areas.

5. Failure to obey an official sign or patrolman's direction.

6. Parking on stall lines or on the cross lines.

7. Backing into a parking space.

8. Parking of any vehicle in the same stall over a period of seven days, except in designated areas by permission of the Security Office.

9. Repairing of vehicles or changing of oil in any university parking lot.

The above regulations are necessary for the maintenance of health, safety, and welfare of Stout students and personnel and to permit the normal operations of the campus to proceed.

Revocation of Privileges - Falsification of information when applying for vehicle registration, repeated violations, or noncompliance with payment parking summonse may result in the revocation of registration privileges and impounding of the behicle involved or removal from state property at the owner's expense. The university is not responsible for any damage or claims as a result of the above action.

When a student, faculty member, or staff member is no longer associated with Stout, all parking privileges are cancelled as of the date of separation and refunds will be made in accordance with university policy.

Enforcement and Penalties. Traffic regulations will be enforced on all university owned or controlled parking areas by personnel from the campus Security Office. The Menomonie Polic Department will patrol all public streets and citations for violations of regulations on public streets will be issued and collected by that department.

University violation tickets notify vehicle operators that a penalty fee assessed is payable within seven days unless any appeal is filed. Payment of citations issued by campus Security may be made in person at the Campus Security Office or placed in the Fine-O-Meter Box located at the East entrance of the Administration Building. An additional fee will be assessed for late payment. All penalties must be paid before an expired permit (decal) may be renewed or application to register another vehicle can be made. If five violations are recorded during one term, the violator will be required to remove his vehicle from the university owned or controlled parking area.

Citations not paid within 30 days will be prosecuted in the local county court under civil action. Warrants will be issued for unpaid violations under the provisions of the City of Menomonie ordinance and under 346.55(3) of the Wisconsin Statutes. Fines may be appealed.

Traffic Appeals - Appeals may be channeled to the Chief of Security, then to the Director of General Services, and then to the Assistant Chancellor for Administrative Services.

Anyone wishing to appeal a parking summons must do so within two academic days of the alleged violation by contacting the Security Office and presenting a written memo of explanation explaining the reason for the appeal.

The appellant will be notified of the appeal action. Should the appeal be denied, the penalty assessment is payable within 48 hours after the violator receives notification.

The following registration fees, fines, and pena;ties are recommended for the academic year 1975-76:

Registration Fees, Fines, and Penalties

General Vehicle Registration	No charge
Parking Registration - Academic Year	
Residence Hall Students:	
Automobile (expires May 31)	$20.00
(expires August 31)	25.00
Motorcycle (expires May 31)	10.00
(expires August 31)	13.00
Commuting Students, Faculty, and Staff:	
Automobile (expires May 31)	10.00
(expires August 31)	15.00
Motorcycle (expires May 31)	5.00
(expires August 31)	8.00
Parking Registration - Summer Session 1976	
All registration on all vehicles	5.00
Short-term parking permits may be obtained for a period not to exceed two weeks for $2. This type of permit will be valid only in the lot as designated by the Security Department	2.00
Failure to Register Vehicle (for parking)	2.00
Violation of Parking Regulations:	
First or second violation	2.00
Third violation	3.00
Fourth violation	4.00
Fifth violation	5.00
Failure to Pay Fine Within Seven Days an Additional	1.00
Reserved Parking:	
White Lot ($5 per month)	15.00
Violet Lot (available for the full summer session only):	
Students	8.00
Faculty and Staff	12.00

Policy Accepted By Chancellor
October 14, 1975

FACILITY USE POLICY
UNIVERSITY OF WISCONSIN-STOUT
(Events, Temporary, Ad Hoc, Meetings, etc.)

Preface

The University of Wisconsin-Stout recognizes its commitment to the requests for facility use by university community members and residents of the state to the extent resources permit. This document sets forth the policies governing the use of all campus facilities (buildings and surround and connecting grounds). The policy statement is prepared within the scope and authority of State Statute 16.845:

> "Except as elsewhere expressly prohibited, the managing authority of any facility owned by the state may permit its use for free discussion of public questions, or for civic, social, recreational or athletic activities. No such use shall be permitted if it would unduly burden the managing authority or interfere with the prime use of such facility. The applicant for use shall be liable to the state for any injury done to its property, for any expense arising out of any such use. All such sums are to be paid into the general fund and to be credited to the appropriation for the operation of the facility used. The managing authority may permit such use notwithstanding the fact that a reasonable admission fee may be charged to the public. Whoever does or attempts to do an act for which a permit is required under this section without first obtaining the permit may be fined not more than $100 or imprisoned not more than 30 days or both. This section applies only to those buildings, facilities, and grounds for which a procedure for obtaining a permit has been established."

Space Assignment Usage

Each facility on the University campus has been designed for a primary function such as: instruction, related programs, research, activities, and public service. The initial assignment of space by function is the responsibility of the Director of Campus Planning. The Director of Campus Planning also will continue to evaluate space use after initial assignments. The University regulates the use of space to insure it is being used for its function and to aid in assuring overall development of program and activity planning. Activities which require franchising must be scheduled through normal franchising procedures. Managing authorities responsible to coordinate the scheduling of space utilization are:

Category of Space	Managing Authority
Instructional Space (classrooms, laboratories- consultation with appropriate department chairperson, etc.)	Registrar
Health & Physical Education Building	Department Administrator of Physical Ed.
Harvey Hall Auditorium	Department Administrator of Speech
Athletic and Recreation Fields	Athletic Director
Student Center	Student Center Director

Category of Space	Managing Authority
Housing and Food Service Facilities	Director of Auxiliary Services
Grounds	Director of General Service
Research Areas	Director of CREI

Policy Review and Development

Policy review and development shall be handled by a Facility Utilization Committee. The committee shall consist of: two faculty members chosen by the faculty senate, two students chosen by the student senate, two managing authorities chosen by the managing authorities, the assistant to the Assistant Chancellor for Administrative Services, one administrator from Academic Affairs chosen by the AAAT, one administrator from Student Services chosen by Student Services, and a representative of the Chancellor. The committee shall be advisory to the Chancellor and his staff. The group shall elect its own Chairperson. Committee Supervisor: Assistant Chancellor Administrative Services.

The group shall also be advisory to the Chancellor and "Managing Authorities" when needed relative to program appropriateness and use of funds generated by way of GPR space rental revenue. Later portions of the policy clarify these roles.

The "University of Wisconsin-Stout Application for Facility Use Form"

"The University of Wisconsin-Stout Application for Facility Use Form" must be used by University and non-University groups or individuals to initiate their scheduling of a facility. Activities scheduled during non-open and/or non-staffed times require special coordinative efforts with the appropriate General Services personnel involved as specified on the Facility Use Form.

Non-University affiliated groups or individuals requesting to use University facilities should contact the Student Center Director's office for referral to the appropriate managing authority.

Charges for Facility Use

Charges for facility use will be made in selected circumstances as illustrated in this policy statement. Organizations sponsoring activities must designate a person in charge of finance. Funds covering the cost of facility use must be deposited as designated by the scheduling officer generally one week prior to the event. All checks must be made payable to University of Wisconsin-Stout. The Assistant to the Assistant Chancellor for Administrative Services shall serve as the University contracting agent for facility rental, in consultation with the user and the Managing Authority.

Variables which will determine charges include the following: 1) University vs. non-University sponsored, 2) Community service vs. non-community service, 3) University instructional and/or operational vs. non-University instructional and/or operational, 4) number of hours involved, 5) facility involved, 6) set-up costs, and 7) hours and day of the week involved.

Program Appropriateness and Facility Appropriateness

Program appropriateness and facility appropriateness are primary considerations which should be made in scheduling. Ex: 1) High cost admission programs should be spread out during the year; 2) the auditorium, rather than the gymnasium

should be used for lectures in most cases; 3) facility scheduling should seldom result in "bumping" other scheduled activities. The Activities Coordinator and other program developers must consider the question of appropriateness. Managing authorities may individually determine appropriateness at times, or they may consult with the Facility Utilization Committee on appropriateness.

Non-university groups may use facilities only upon the invitation of or under the sponsorship of a University department or organization (Regents resolution - December 1974).

The Facility Utilization Committee shall review, at least annually, the concept of "program appropriateness" in an effort to maintain the highest possible degree of common thought and mutual understanding between managing authorities.

Activity Scheduling Guidelines

Activity scheduling within buildings will be allowed according to priorities designated for each individual facility. The managing authority will have established priorities and policies for each facility for which he or she is responsible.

Instructional Spaces
1. Instruction - Lectures & Labs
2. Open labs & Independent Study
3. Educational Programs, i.e. Conferences, Workshops, etc.
4. Campus Organizations
5. Non-University Organizations

Auditorium
1. Speech & Drama Instruction
2. Plays & SPeech Activities - Part of University Program
3. Other Instruction
4. University Activities
5. Lectures
6. Non-University

Student Center
1. Food Service functions have priority in what is generally a food service facility.
2. University recognized student groups and Organizations.
3. University and Administrative Groups and/or Organizations.
4. Non-university recognized student groups.
5. Non-university groups and/or organizations.

Grounds
1. Normal Traffic & Lounging
2. Open Recreation
3. Instruction Related Activities
4. Other Activities

Health & Physical Education
1. Physical Education Classes
2. Varsity Games & Practices
3. Intramural Athletics
4. Open Recreation
5. Administrative Events
6. Other Events

Athletic & Recreation Fields
1. Instruction in Physical Ed.
2. Athletic Practice & Games
3. Intramurals
4. Open Recreation
5. Other Events

Housing & Food Service Facilities
1. User Fee Students-students under contract for use of residence halls and dining facilities.
2. University groups paying for use of facilities.
3. Non-university groups paying for use of facilities.
4. University groups not paying for use of facilities
5. Non-university groups not paying for use of facilities.

In regard to Youth conferences, workshops, and institutes using the University facilities, the University of Wisconsin-Stout recognizes the importance of youth groups being invited to campus, therefore the facility usage fee may be adjusted.

Guidelines for Facility Use Charges

1. Events relating specifically to classroom instruction and/or University administrative operation will generally be allowed without charge for use of state funded facilities. Self-sustaining facilities generally are not to be used for specific classroom functions.

2. Events scheduled by associated, affiliated, or other University groups for that groups own function specifically relating to their program purpose will not result in charges unless special set-up, clean-up, staffing, and/or off-hours are involved.

3. University groups sponsoring events open to the student body and faculty at no charge or if the event is part of the regularly scheduled program series of the University, are not charged the rental fee. Set-up, clean-up, and other special charges may be assessed.

4. University groups scheduling profit-seeking events (including those established for charity, scholarships, etc.) regardless of funding techniques, will be assessed rental charges in addition to set-up and other necessary charges.

5. University groups or individuals sponsoring events which result in salary or consulting fees to University Personnel or non-University personnel will be subject to rental and other necessary charges. A person or group being used as a vehicle for a non-University person or group seeking profit including fee payment shall pay a rental and other charges unless the activity is scheduled as a regular budgeted prime thrust of the sponsoring university group.

6. Non-University groups sponsoring events will be charged rentals, set-up charges and other fees, except when the activity is defined as a community service by the scheduling functionary, a Division Admin., or the Chancellor.

Facility Rental - Fee Schedule

A. Rental charge--only those groups fitting categories 4,5 & 6 under guidelines for facility use charges will be charged this fee. These rates would be charged for typical half-day or evening sessions--lights, heat maintenance, insurance, etc.

	Univ. Spon.	Non-Univ. Spon.	Summer Rental
1. General Classrooms	5.00	10.00	50%
2. Auditorium	15.00	30.00	50%
3. Small Auditoriums	10.00	20.00	50%
* 4. Field House			
a. Gymnasium	100.00	200.00	50% or
b. Pool (per hour)	15.00	30.00	
c. Gymnastics Room, Wrestling Room	15.00	30.00	Special
d. Other Health & Physical Education Areas	5.00	10.00	Plan

* NOTE: The utilization of the fieldhouse during the summer allows special rates when the gymnasium, pool, gymnastics, and wrestling rooms are involved. The rate for each shall be $1.00 per head per day until 50% of the regular half day or evening yearly rental has been met for either University and non-University sponsored groups.

5.	Student Center			
	a. Presidents' Room, International Room	10.00	20.00	50%
	b. ½ Ballroom	15.00	30.00	50%
	c. Full Ballroom	30.00	60.00	50%
	d. Snack Bar	30.00	60.00	50%
	e. Other Rooms	5.00	10.00	50%
6.	Commons - Tainter Food Service Areas			
	a. Specific Small Area	5.00	10.00	50%
	b. Large Dining Area	15.00	30.00	50%
7.	Resident Hall Spaces	5.00	10.00	50%
8.	Other Charges To Be Determined As Required			

B. Set-up charge -- groups fitting categories 3-6 under guidelines for facility use charges will be charged this fee. Those in category 2 may be assessed these charges. These rates would be charged for staging, chairs, tables, etc. -- to reflect man/hour costs of actual setting up/ taking down.

1.	Auditorium	6.00 - 18.00
2.	Gymnasium	24.00 - 120.00
	(Bleachers Out to Full Assembly)	
3.	Ballroom	12.00 - 60.00
4.	Food Service (To be part of meal charge)	
5.	Other Areas (If function changes are required)	6.00 - 18.00

C. Other charges -- could pertain to groups fitting categories 2-6. These rates are charged for days of week, hours of day, etc. -- to cover personnel costs not existing because of set-up charges.

1. Groups sponsoring activities which require above normal staffing (maintenance, security & other) during or outside of regular operating hours will be charged a flat $6.00/hr. for each extra man needed to complete the requirements. Managing authorities should avoid this use of manpower to the extent possible. Group scheduling should be done during normal operating hours if at all feasible.

2. Special insurance fees may sometimes be assessed.

3. Each managing authority may find it necessary to assess special charges in selected circumstances.

4. Direct pay to custodial, maintenance, or security staff members is not allowed.

5. Use of equipment which results in movement of such equipment to facilities other than where housed may result in special charges.

6. Audio-visual requirements for any facility must be arranged for through the University Media Retrieval Services by the sponsoring group.

7. Charges for unreasonable damages may be assessed by the managing authority if they occur.

Funds Collected

Funds collected through the implementation of this account are to be placed in the appropriate general revenue self-sustaining facility account or for non-self-sustaining facilities shall be placed in the central Facility Utilization Account. The account shall be administered by the Assistant to the Assistant Chancellor for Administrative Services. Funds from the central account should be used in the following ways:

1. Direct personnel support charges which were involved in the rental should be made against the account. The Director of General Services shall initiate such charges.

2. Facility managing authorities (non-self-sustaining) and/or the Director of General Services may initiate requests for funds to replace equipment, repair damages, make renovations, etc. The requests may be submitted semi-annually to the Facility Utilization Committee. The committee will pass all requests on with recommendations to the Chancellor and his staff for action.

Appeals Concerning The Policy or Facility Scheduling

Appeals relative to the policy may be acted on by the Chancellor and/or his staff. Action of a managing authority in scheduling generally is considered final; however, if a serious challenge is made the Facility Utilization Committee or the University Positive Action Committee may serve as an appeal agent.

SYSTEM POLICY ON USE OF UNIVERSITY FACILITIES BY OUTSIDE GROUPS - 7/16/74

Resolution:

That, upon recommendation of the President of the System, the following policy on use of University facilities by non-university groups, governmental and public educational groups and political parties or candidates be approved:

Use of University Facilities by Non-University Groups. Facilities of the University are primarily for University purposes of instruction, research and public service; they are not available for unrestricted use by non-University groups. If, in the judgment of a University department or organization, the meetings or activities of a non-University group will contribute to and serve the University's purposes, University facilities, when available, and subject to necessary routine procedures administered by the chancellor or his designee, may be used by that group, but only upon the invitation of or under the sponsorship of a University department or organization.

Use of University Facilities by Governmental and Public Educational Groups. University facilities may be used by governmental and public educational agencies when they are available, subject to necessary routine procedures administered by the chancellor or his designee.

Use of University Facilities by Political Parties or Candidates for Public Office. Leaders of political parties and candidates for public offices may hold public meetings on each campus, if facilities are available, and subject to necessary routine procedures administered by the chancellor or his designee. During any election campaign a University auditorium may be made available for one public meeting on behalf of each recognized candidate for public office. In a general election year, each political party may use a University auditorium for one public meeting on behalf of its candidates for national office, and for one public meeting on behalf of its candidates for statewide office. State conventions of recognized political parties may also use University facilities. Members of the audience should be given a reasonable opportunity, in appropriate situations, to ask questions at the end of the presentation.

Use of University Facilities for Political Solicitations. The use of state facilities for the purpose of making or receiving political contributions is strictly prohibited by state law.

UW-STOUT 8/9/75

GENERAL SERVICES

MAIL SERVICE

The following schedules and practices are in effect:

1. The purpose of the university mail service is to:

   a. Pick up mail from city post office, sort, and distribute to the various locations on campus.

   b. Pick up mail from the various locations on campus, bring to the mailroom, run outgoing mail through the posting machine and deliver to the city post office.

   c. Gather, sort, and deliver all intra-university correspondence.

2. The university mailroom will establish and maintain the following work schedules and practices:

   a. Mailroom service will be limited to 8 hours per day (7:30 a.m. to 4:30 p.m.), 5 days a week, Monday through Friday.

   b. Delivery and pickup of mail for the various locations on campus will be:

      Morning:

      The morning mail run will be for the delivery of first-class mail only and the pickup of all interdepartmental and outgoing mail.

      Afternoon:

      All off-campus mail will be delivered to the city post office in late afternoon.

3. Mail will be sorted and delivered according to departmental and individual groupings to various delivery points on campus.

4. Mailbags will be delivered to these points twice daily during which time mail will be dropped and an outgoing mailbag will be picked up.

5. The building delivery schedule, the delivery points, and specific drop points (secretarial desk, room number, building location) as established prior to the opening of the fall term will be revised periodically.

6. The mailroom will sort by delivery points (one location per individual). Further sortings by departments or individuals is at the option of those grouped to a delivery point and will be performed by departmental personnel.

7. For the purposes of efficiency in handling and to avoid the necessity for opening returned mail, the name of the department and individual who originates the letter must be placed in the upper left-hand corner along with the return address.

8. Determination and accounting for mailing costs:

   a. Each mailbag will be identified with an account number.

   b. All GPR letters (mail which relates to 102 appropriation accounts) placed in the mailbag will be recorded to that account number.

   c. All non-GPR account mail (self-sustaining, grants, athletics, student activities, etc.) will be processed on a chargeback basis. Consequently, such mail should be bundled and rubber banded with an IBM card attached showing the specific non-GPR account to be billed (blank cards will be initially supplied by the mailroom and will be available upon request).

9. The following would facilitate more accurate and efficient handling but is totally optional by the departments:

   a. Local (Menomonie) mail can be processed much more quickly if it is grouped and rubber banded.

   b. To assure prompt handling of foreign mail, it would again be convenient to have a rubber band around such letters. Otherwise we are dependent on mailroom personnel to scan all addresses and to pick out foreign mail which requires special handling.

10. General information:

   a. First-class mail will be picked up from the city post office at 8 a.m., Monday through Friday.

   b. Normally all mail will be delivered to the city post office at 1 p.m., Monday through Friday.

   c. Second-, third-, and fourth-class mail (which is delivered to the mailroom by the city post office at 8 a.m. daily) will be sorted during the morning hours and delivered during the regular afternoon schedule.

d. Inter-campus mail and all items classed as notices, general information, etc. which are received in the mailroom by 9 a.m. will be sorted and delivered that day.

e. Special mail (packages, certified letters, registered letters, etc.) will be delivered on the daily afternoon mail run only.

f. The mailroom does not process private circulars such as house for sale, auto for sale, apartment for rent, Christmas tree sales, general advertising, etc.

g. The mailroom does not process political circulars.

h. Urgent mail which has missed the delivery schedule to the post office may be taken to the mailroom, run through the postage machine, and delivered directly to the city post office by the sending department personnel.

11. A bulk mailing operation will be established in the new General Services Building mailroom. At the same time a second bulk mailing room will be maintained in the basement of the Administration Building for the convenience of the Administration Building departments so that bulk mailings may be sorted, sealed, and tied.

a. Preparing and sorting bulk mailings:

Bulk mailings consist of 200 pieces or 50 pounds of mail which is identical in content and weight, and each piece cannot weigh more than 1 pound. Each piece of mail must display the bulk mailing permit in the upper right-hand corner. This may be done either by hand stamp or as part of the printing. Each piece must display a zip code. All pieces of a bulk mailing must be put in numerical order as to zip code.

Each department must provide personnel to do the above operations and can be performed either at the individual department or on mailroom premises under the supervision of the mail clerk. The mailroom will then deliver the bulk mailings to the post office.

b. Preparing certified mail:

A certified mail form must be prepared by the sender; the bottom of this form is detached and pasted to the front of the envelope. The envelope is then stamped "return receipt requested." A second certified mail form which is the return receipt, is attached to the back of the envelope. Forms and information is available from the mailroom.

Each sending department must prepare the above forms, maintain a log so that delivery can be verified, and deliver the mail to the mailroom. The mailroom then runs the letter through the postage machine and delivers the mail to the city post office according to normal schedules.

The mailroom supervisor will provide information and training to departmental personnel involved in either bulk mailings or certified mail.

TELEPHONE SERVICES - 8/18/75

Long-Distance Calls

UW-Stout is tied into the state DAIN telephone network. All long-distance telephone calls placed over the tie lines from Stout to Madison cost approximately one-half the rate for telephone company operator-placed long-distance calls.

Tentatively on Monday, August 18, 1975, an automatic dialing system will be in operation at Stout whereby all long-distance calls will be dialed by the user. Stout telephone operators will no longer be necessary. The following procedures will be in operation at that time:

1. To dial a campus number or any number with the 232 prefix, simply dial the last four digits.

2. To dial a local Menomonie number with the prefix 235, dial 9 and the seven-digit telephone number.

3. For long-distance telephone calls:

   a. The Stout telephone system is considered as part of the Madison area cost (608).

   b. When dialing any telephone number (Madison area--608 area code), dial 8 to gain access to a DAIN line and the seven-digit telephone number.

   c. When any other long-distance telephone call is placed, dial 8 to gain access to a DAIN line, the three-digit area code number, and the seven-digit telephone number.

   d. Long-distance dialing is possible 24 hours a day, so caution and control of your telephone instrument is necessary.

   e. All long-distance DAIN calls will be automatically recorded and billed to your telephone number.

4. Placing of long-distance calls through an outstide operator is not permitted unless a dire emergency exists. It is possible that individuals may be billed personally for this type of long-distance call.

5. Personal long-distance calls are not permitted.

6. Please avoid calling the outside information operator for telephone number information. The university is now billed for this service on a per-call basis.

Historically, the busiest time for long-distance calls has been between 10:30 a.m. and noon and between 2:30 p.m. and 4 p.m. A more satisfactory long-distance service would result if more calls were placed during the least busy periods.

Reporting Telephone Malfunctions

Malfunctions of telephone equipment should be reported directly to the telephone company "trouble repair" by dialing 9 to gain an outside line and the numbers 418. For gathering historical information, malfunctions should also be reported to the Stout operators. For continuing malfunctions or poor service, please notify the Stout operators in writing.

Emergency Telephone Numbers

In all cases of emergency which involve the Menomonie Fire Department, Police Department, or ambulance service, please make direct contact by telephoning:

1. Menomonie Fire Department - Telephone No. 235-2345
2. Menomonie POlice Department - Telephone No. 235-3456
3. Ambulance Service (Memorial Hospital in Menomonie) - Telephone No. 235-5531

All campus situations involving building emergencies (plumbing, electrical, building damage or danger) occurring during the normal workday of 7:30 a.m. until 4:30 p.m., please dial extension 1414.

All campus situations which involve the university security force during the normal workday of 7:30 a.m. until 4:30 p.m., please dial extension 2356.

At all other days or hours, the security personnel may be reached by dialing the county sheriff, telephone no. 232-1348. Leave a message and a call-back telephone number. This route should be used only in times of a real emergency (danger of life, limb, or property.)

Changes or Additions to Telephone Equipment

Following are the Department of Administration approved guidelines for telephone changes:

1. At least two faculty members per instrument and line.
2. Lighted buttons on any instrument which has only two lines are not provided.
3. Back-up answering service for faculty phones is not provided (no extensions to a central answering point--faculty should answer their own phones).
4. Telephones are to be provided for faculty members at their desk, office, or permanent work place, not to several locations for convenience sake.
5. Convenience-type or occasional-type service is not provided.
6. Telephones at public locations simply for the convenience and use by students are not provided.
7. Telephones for classroom and/or teaching stations are not provided.
8. Telephones for resource centers are not provided.
9. Telephones for low-use areas such as storerooms and more than one custodial room per building are not provided.

10. Changes to the initial system as approved by the State Department of Administration cannot be made unless there has been a significant change or additional type functions within a department.

11. Generally, private lines are not installed for faculty members unless due to special assignments which necessitates heavy use of telephone services (heavy use is defined as the receiving or placing an average of 80 or more business telephone calls per week).

12. Service for non-state connected and funded activities is not provided.

13. Back-up answering service to secretaries or clerical-type operations is not provided.

Requests for Telephone Changes

1. Department chairmen or heads will submit a memo to the Director of General Services describing the requested change in telephone service.

2. The Director of General Services will apply notations when necessary and forward the request to the telephone office.

3. The telephone coordinator will analyze and discuss the request with the individuals involved.

4. The State Department of Administration reserves the right to approve all telephone changes.

5. All changes must be justified in terms of changing program, added positions, departmental moves, etc.

6. Processing requests for change--the telephone coordinator will:

   a. Analyze each request and determine the installation charges and monthly rental costs.

   b. Analyze the requesting department's entire phone system and costs.

   c. Discuss with the department chairman or head involved and determine what additional changes could be made departmentally to offset the costs of the additional requests.

   d. Submit a memo to the Director of General Services with the following information:

      1) Describe what is involved with the change, installation charges, and monthly rental.

      2) The total departmental monthly rental charges.

      3) Recommended additional changes to offset costs.

      4) Total monthly increase or decrease in rental charges.

e. The Director of General Services will:

1) Coordinate the change with the State Department of Administration.

2) Notify the change requester by memo whether the request has obtained affirmative or negative approval.

3) Notify the telephone coordinator to proceed with the change as approved.

SMOKING REGULATIONS (7/3/73)

No smoking is allowed in those posted areas in University buildings.

G. PROCUREMENT OF SUPPLIES, MATERIALS AND EQUIPMENT

SOURCES

Materials may be obtained from three sources:

1. University Stores
2. Another department of the University
3. An outside vendor, not a part of the University

Specific forms are furnished for procurement from each source.

UNIVERSITY SOURCES

University Stores Schedule:

The University Stores Department will maintain delivery schedules to each building once per week.

To assure delivery on your scheduled day, your requisition should be processed and received by the Stores Department by noon of the day preceding your delivery day. Other requests or emergency needs for supplies may be picked up personally at the stores warehouse located at the northern-most building of the Langes warehouse complex.

Business Office "fund approval" must be obtained on each requisition before the Stores Department may issue materials or supplies.

The following is the 1973-74 school year building delivery schedule:

Monday

Security & Student Health Center
Hovlid Hall
Fleming Hall
JTC Halls
Eichelberger Hall
Wigen Hall
Art Center

Tuesday

Administration Building
Bowman Hall
Ray Hall
Communications Center
Harvey Hall

Wednesday

Student Center
Fryklund Hall
Power Plant
Child & Family Study Center
Child Study Center Building
Home Management House
Robert L. Pierce Library
Home Economics Building
CVD (Farmer Store)

Thursday

North Hall
AFM Halls
Graduate College
CKTO Halls
Modulux
Mobile Units
Science & Technology Building

Friday

Commons
South Hall
HKMC Halls
Physical Education Building
Butler Building
Fair Oaks
Applied Arts Building

When materials are procured from (1) University Stores or (2) another department of the University, the Department Requisition form is used. This form is in quadruplicate: Original - white; Duplicate - yellow; Triplicate - pink; and Quadruplicate - blue.

The routing of the Department Requisition form to stores is as follows:

Original and Duplicate	To Business Office, after approval by department head.
Triplicate	Retained by person requesting material.

The routing of department to department requisitions is as follows:

Original and Duplicate	Directly to the department from which you are ordering, after approval by department head.
Triplicate	Retained by person requesting material.

All Department Requisitions to Stores are processed through the Accounting Department for funding; therefore, requisitions may go directly to the Accounting Department, requisitions to other departments go direct to the departments.

When materials are to be procured from outside sources, the Purchase Requisition (long form) is used. This form is in triplicate: Original - white; Duplicate - yellow; and Triplicate - pink.

The routing of the Purchase Requisition form is as follows:

Original	To the Business Office Accounting section, after approval by department head and Dean

Duplicate (Yellow Copy) Retained by Dean

Triplicate (Pink Copy) Retained by person requesting materials

Some of the broad considerations applying to state purchasing are as follows:

1. Purchases valued in excess of $3,000 can be made only through sealed bids placed by the Bureau of Purchases, or by waiver of the Governor.
2. Building or renovation projects in excess of $2,500 must be processed by the Bureau of Engineering.
3. Requisitions for outside purchases are sent to the Office of the Board of Regents of State Universities by the Business Office (1) Purchasing Department, for issuance of purchase orders. (2) by the Board Office. Please be sure to allow sufficient time for processing.
4. Orders are issued locally by Stout's Purchasing Department instead of by the Madison Office only when the firm price of the total order is under $500.00.

GENERAL COMMENT CONCERNING PURCHASING PROCEDURES

To provide adequate services to all departments, each Department Head should consolidate and coordinate procurement of materials for his department by planning and anticipating requirements. Many small separate purchases indicate poor planning, and cost much more than the same items consolidated in one order. Procurement should be through University Stores where possible. Special care should be made to set up adequate but realistic departmental budgets, and ordering should be done in harmony with the budget.

RECEIVING MATERIALS

Use report of materials received form to report receipt of goods and services on all outside purchases.

1. White - Original) To Business Office
2. Yellow-Duplicate)

3. Pink - Triplicate) Retained by user

All materials are to be reported immediately to Accounts Payable Department upon receipt. Do not wait until order is complete before reporting.

PURCHASE ORDERS ARE REQUIRED FOR:

1. All official University departments:

   Administration
   Student Services
   University Development
   Academic Departments
   Physical Plant
   Dormitories
   Student Union and Food Service

2. Student oriented groups which are a part of the official University group such as:

   Stout Student Association
   All classes - (Freshmen, Sophomore, etc.)
   Inter-collegiate Athletics
   University Theatre
   Assembly Lyceum
   Band
   Cheerleaders
   Forensics
   International RElations Club
   Stout Film Society
   Student Senate
   Stoutonia
   Student Health
   Symphonic Singers
   Tower Yearbook
   Any other group whose funds are disbursed by the University

07/10/73

TO: Staff Members

FROM: Asst. Chancellor for Administrative Services
Purchasing Agent

To reaffirm our procurement policies and procedures, a letter is being sent to vendors with whom UW-Stout has dealt in the past. A copy of that letter is attached.

This is being sent to the vendors and to you at this time because there has been considerable abuse of the procedures which has made this notice adviseable. It might be noted here, also, that under our present, stringent austerity program all segments of our State Administration are demanding mandatory compliance with the Wisconsin State Purchasing Statutes.

It is therefore imperative that extreme caution be exercised in making any purchase until same has been authorized by Stout's Purchasing Agent. Any purchases not so authorized may categorically fall under Wisconsin Statutes, Chapter 16.77, which states in part:

> "Whenever any officer or any subordinate of such officer shall contract for the purchase of supplies, material equipment or contractual services contrary to ss. 16.71 to 16.82 or the rules made pursuant thereto, such contract shall be void, and any such officer shall be liable for the cost thereof, and if such supply, material, equipment or contractual services so unlawfully purchased has been paid for out of public moneys, the amount thereof may be recovered in the name of the state in an action filed by the attorney general against such officer or subordinate and his bondsmen."

Paragraph three (3) of the following letter indicates that Stout Personnel may pay cash to the Vendor for his purchase and then be reimbursed from the University upon presentation of a paid receipt to the Accounting Department within a 10 day period from date of purchase. This holds true only if it is an authentic purchase according to the qualifications of the Wisconsin Statutes. For your own protection, it is very advisable to contact Stout's Purchasing Agent before making any cash purchase. Failure to do so could result in a 'personal-purchase' without reimbursement as outlined in paragraph above under Wisconsin Statute 16.77.

If you have any questions with regard to purchasing procedures, kindly call Mr. Lehmann at extension 2453.

Your continued cooperation is appreciated. Our Purchasing Department is constantly at work to facilitate and expedite the procurement of materials and services.

A list of organizations which are a part of the university for which a purchase order is necessary is attached. (See II-G-4)

THE UNIVERSITY OF WISCONSIN SYSTEM

TRAVEL REGULATIONS

I. GENERAL

This booklet sets forth the University of Wisconsin System policy with respect to travel regulations.

The information presented is based upon the provisions of the State of Wisconsin travel regulations as set forth in the Wisconsin Statutes, and rules and procedures established by the University of Wisconsin System.

The following quotations from the Wisconsin Statutes provide the basis for the authority and responsibility to reimburse employes for travel expenditures.

Section 16.53:
All state departments shall diligently review and supervise the travel expenditures of their employes and are authorized to adopt reasonable rules governing such expenditures. *Each claim shall be approved by the employe's department head or his authorized representative. The approval shall represent the concurrence with the accuracy, necessity and reasonableness of each expense. Claims so approved shall be audited by the department of administration on a sample basis in accordance with accepted accounting standards.*

Section 20.916:
Traveling expenses. Employes to be reimbursed. State officers and employes shall be reimbursed for *actual, reasonable,* and *necessary* traveling expenses incurred in the discharge of their duties.

Employes traveling on official business should have sufficient funds to pay for all expenses and should not charge expenditures to any Unit of the University System. However, transportation arranged through a travel agency or carrier may upon Unit approval be charged. (See Section VIII for travel advances.)

Employes are expected to be reasonable and economical in selecting hotels and meals. They should exercise the same care that a prudent person would if travel expenses were paid from personal funds. The University will reimburse the traveler for only those expenses which are actual, reasonable, and necessary in carrying out official University business.

II. AUTHORITY FOR TRAVEL

A. Within the State

Necessary travel for University business should be authorized in accordance with rules of the traveler's department.

B. Out of State

A Request for Out-of-State Travel form should be prepared by the traveler and submitted to the department head at least 15 days before the departure date, after which it should be forwarded through appropriate channels for approval. The original of the Request for Out-of-State Travel should be attached to the Travel Expense Report.

C. Individuals authorized to travel include those who:

1. Have been designated to be official representatives at meetings.
2. Attend meetings of organizations to which the University holds memberships.
3. Travel in connection with extramurally sponsored programs, but subject to any limitations imposed by the sponsor.

4. Travel on University business where such is a normal part of the services required of the traveler.
5. Are students representing authorized student groups.

III. MODE OF TRAVEL

All travel should be by the most expeditious route. If an individual, for personal convenience, travels circuitously or interrupts travel by direct route, thereby incurring additional expense, such additional expenses must be considered personal with reimbursement limited accordingly. Expenses will be reimbursed within the following limitations:

A. Air Travel

1. Shall be limited to the fare for the lowest jet class available.
2. If other classes are not available, or on the approval of the Dean or Director, an employe may travel first class. If only first class accommodations are available, the employe should obtain a corroborative statement from the carrier, or a travel agency.
3. Insurance coverage for employes traveling by air is not allowable as a reimbursable expense.
4. Where appropriate, and when a price differential exists, round-trip tickets should be purchased.
5. To reduce the cash outlay for travelers, tickets may be charged directly to the University by the travel agency (make reference to any direct charges on the travel expense report). The dates and purpose of the trip should be indicated on the invoice or a copy of the Request for Out-of-State Travel should be attached.
6. Receipts are required and are to be attached to the travel expense report.

B. Travel by Train

1. Travel by train shall be limited to coach unless overnight, where accommodations should be limited to roomette.
2. Receipts are required and are to be attached to the travel expense report.

C. Travel by Bus

1. Should be utilized for one-stop trips between cities.
2. Receipts are required and are to be attached to the travel expense report.

D. Taxis and Airline Limousines

1. Tips may be included up to 15% and should be included in the amount of the fare in the travel expense report.
2. The destination and purpose should be indicated.
3. Normally cab fares to and from restaurants are not a reimbursable item.
4. If the number or amount of cab fares is unusually high, an explanation should be provided.
5. Receipts are *not* required.

E. Automobile Transportation

When transportation by automobile is authorized, appropriate mileage rates may be charged together with reasonable lodging and meals costs. The following situations normally justify the use of an automobile:

Common carrier service is not available without excessive costs or undue loss of time.

The use of an automobile would allow the traveler to make necessary intermediary stops more effectively.

When two or more persons are traveling to the same destination, the use of one vehicle would result in an overall savings to the University.

The use of a vehicle is necessary to transport delicate instruments or bulky material not readily adapted to common carrier transportation.

All passengers should be listed.

1. Use of University Fleet Cars

Fleet cars should be used whenever an automobile is required for conducting University business. A fleet car authorization form should be prepared by the traveler for approval by the Department. Appropriate University officials as designated by the Chancellor's office must give specific approval for any use of University-owned vehicles for out-of-state travel except usual nearby destinations such as Minneapolis, St. Paul, Chicago and Duluth. The approval form(s) must accompany the travel expense report. Authorization forms are available at the appropriate Unit locations. Only employes of the University with a valid driver's license are permitted to drive University vehicles. Students or nonemployes may drive only when a driver authorization form is filed in advance of the trip with the designated Unit representative. All drivers of University vehicles should complete the Defensive Driver Training Course prior to operating a University vehicle. Credit cards are provided with each car and should be used when any expenses are incurred. The only expenses in connection with fleet cars which can be claimed as reimbursable are:

a. Storage and parking charges.

b. Emergency expenditures related to the operation of the vehicle, such as gasoline purchased where credit cards provided are not accepted. Receipts are required.

All charge slips for fleet car expenditures should be given to the fleet car office.

The University carries bodily injury liability and property damage liability insurance that protects the University and drivers of University vehicles. Only persons on official University business are permitted to ride in fleet cars.

2. Personally Assigned State-Owned Vehicles

An employe who has been assigned a state-owned automobile may use such automobile for personal use, but must reimburse the State for such use at the current rate of 8¢ per mile plus 4% Wisconsin Sales Tax.

3. Use of Privately Owned Vehicles

a. Privately owned vehicles may be used when fleet cars operated by the Unit are not available. The fleet car office should maintain a record of requests for cars which are denied. Such record supports a traveler's request for full reimbursement for use of a personal automobile.

b. When the use of a privately owned vehicle is authorized, reimbursement will be at the appropriate mileage rates.

c. When a privately owned vehicle is used in lieu of air transportation for personal convenience or preference, reimbursement is limited to the lesser of the lowest class air fare available or the appropriate mileage rates.

d. When a privately owned vehicle is used in lieu of air transportation, reimbursement for meals, lodging and expenses other than for transportation are limited to those normally incurred for the period of time applicable to commercial air travel.

e. The budget recently signed into law contains provisions whereby the reimbursement rate for employes driving their personally owned automobiles on official state business is made flexible to reflect changes in the price of gasoline. The

change in reimbursement factor is based on the price of gasoline in the city of Milwaukee as reported by the U.S. Department of Labor, Bureau of Labor Statistics. The conversion table to be used by the Department of Administration on a monthly basis in determining the reimbursement rate, and the change in s. 20.916(4)(a) raising the base allotment from 500 to 600 miles is indicated below.

The State Fleet Management Unit, Department of Administration will obtain the current Gas Index Figure on a monthly basis, as quickly as it becomes available (around the 25th of the succeeding month), and will compute the appropriate reimbursement rate. This information on reimbursement rates will be furnished in writing to all agencies prior to the end of the month and to the Bureau of Financial Operations. Central Pre-Audit will, upon receipt of the information on the current reimbursement rate, make dissemination of the figure to all Units.

NOTE: Employes preparing travel expense reports should combine the current add-on factor with the base rate when computing reimbursable mileage. For example, the current add-on factor for July, 1974 is 1¢ (due to a Gas Index rate of 53.3¢ in May). The travel expense report would then be prepared to show:

XXX Miles not over 600 at .12 per mile . . . . . $_____
XXX Miles over 600 at .08 per mile . . . . . $_____

It is emphasized that the flexible rate procedure became effective with mileage driven *beginning July 1, 1974.*

SECTION 61b. 20.916(4)(a) of the statutes, as affected by chapter 51, laws of 1973, is amended to read:

20.916(4)(a) Whenever any state agency determines that the duties of an employe require the use of an automobile, it may authorize such employe to use his personal automobile in his work for the state, and reimburse him for such at a rate of 11 cents per mile for the first 500 miles per month and 7 cents per mile for each mile over 500 miles per month. Effective ~~July 1, 1974~~ the first day of the first month occurring after the effective date of this act (1973), the reimbursement rate shall be 11 cents per mile for the first 600 miles per month and 7 cents per mile for each mile over 600 miles per month.

SECTION 199r. Mileage Reimbursement. (1) A reimbursement factor, in addition to that granted under section 20.916(4) of the statutes, based on the price of regular gasoline in the City of Milwaukee, as reported in the U.S. department of labor, bureau of labor statistics, "Regular and premium gasoline indexes for the United States and selected areas," shall be applied to employes' total mileage of the month as an add-on or deduction from the prevailing formula. Determination of this additional reimbursement factor shall be made on a monthly basis by the department of administration in accordance with the U.S. department of labor gasoline price index applied to the following table:

CONVERSION TABLE

Gas Index Range (Cents)	Add On Factor	Gas Index Range (Cents)	Add On Factor
41.1 - 47.3	$ .005	72.4 - 78.5	$ .030
47.4 - 53.5	.010	78.6 - 84.8	.035
53.6 - 59.8	.015	84.9 - 91.0	.040
59.9 - 66.0	.020	91.1 - 97.3	.045
66.1 - 72.3	.025	97.3 - Above	.050

(2) This additional reimbursement under sub. (1) shall be in effect until July 1, 1975. In any case, no employe may be reimbursed less than the amount specified under section 20.916(4)(a) of the statutes.

In addition, charges for parking, road and bridge tolls, etc., are reimbursable. An additional reimbursement at the rate of 1 cent per mile may be paid to an employe for the use of personal automobile when the installation of special equipment is required or under conditions which may cause excessive wear or depreciation, such as the pulling of trailers, etc. When a privately owned vehicle is used on official business and a University automobile is available and tendered the current reimbursement rate is eight (8¢) cents per mile.

f. The starting point and destination should be stated daily. An explanation should be provided for reimbursement of mileage in excess of the normal highway distance.

g. Charges for repairs, tow services, lubrications, etc., are not reimbursable items when privately owned vehicles are used.

h. In the event a privately owned vehicle is involved in an accident while on official University business, the driver has excess coverage from the University automobile liability policy. However, the University policy does not provide any protection to a privately owned vehicle for physical damage or collision damage.

F. Private Airplanes

University departments may authorize staff members to charter an airplane or authorize them to use their personal airplane when such airplane use is the most efficient and economical. Reimbursement rates for use of a privately owned airplane are 10 cents per mile for airplanes capable of carrying 2 passengers, 20 cents per mile for airplanes capable of carrying 3 or 4 passengers, and 30 cents per mile for airplanes capable of carrying 5 or 6 passengers; except that such reimbursement shall not exceed 10 cents per mile for each passenger carried. When submitting the travel expense report, include the passenger capacity of the plane. The pilot is considered a passenger when determining the size of the plane for rate of reimbursement.

G. Rent-A-Car Service

1. Certain rent-a-car companies have made available to the University System and its employes charge cards entitling the holder to the current applicable discount which is generally 20%. Employes who have occasion to utilize car rental service may apply for a charge card by contacting their Unit Business Office. Employes who do not have charge cards can obtain the discount by indicating their University affiliation and requesting the discount. Charges from the rent-a-car companies will be billed directly to the card holder. The University will reimburse the card holder for official usage upon submission of the *Rental Agreement* with the regular expense report.

2. When a charge card holder leaves the employment of the University or loses a charge card, notification should be made to the Unit Business Office.
3. A traveler, when using rent-a-cars, should purchase the collision damage waiver insurance for the first $100.00 damage to the car.
4. Personal Accident Insurance purchased by an individual *is not* reimbursable by the University.
5. An adequate explanation and cost justification should be provided for the use of a rent-a-car in lieu of other transportation. The basis of need should be indicated and starting point and destination provided to support mileage driven.

IV. MEALS AND LODGING

A. Determination of Reasonableness

Travel expense must be determined to have been necessary, actually incurred, reasonable and not otherwise reimbursed. The immediate supervisor is in the best position to make this decision. By signing the travel expense report the immediate supervisor indicates that the expenses are reasonable. A general rule for determining reasonableness of meals is that meal expenses should reflect the average meal costs of a prudent person purchasing meals in the particular area.

It is the policy of the State, as an employer, that its employes live in moderately priced hotels and motels when "traveling on State business." It is recognized that the cost of a moderately priced hotel or motel will depend on the locality. Units may develop further guidelines for determining reasonableness of travel expenditures. However, establishing maximum dollar amounts for any item does not mean that amount should be charged. Employes should be aware that they are certifying to *actual and necessary* expenditures.

B. Meals

1. *Reasonable* amounts for meals will be allowed with *no receipt required.* The cost of alcoholic beverages is not reimbursable. *(See local meal reimbursement pol... II-...
2. If the amount is extreme or excessive, a receipt will be required along with a full explanation of the reasonableness of such expense.
3. Tips may be included up to 15% of the actual meal charge. The cost of the meal and tip should be entered as one amount on the travel expense report.
4. Meal costs of resident employes for organized business meetings may, under certain circumstances, be paid by the University. (See Section V for Organized Business Meeting Expense.)
5. When the time of departure from the headquarters city is prior to 6:30 A.M., the cost of breakfast may be reimbursed.
6. Lunch will be allowed when the traveler is away from his home base city for a reasonable time before and after the lunch hour.
7. When the time of return is after 6:00 P.M., the cost of the evening meal may be reimbursed.

C. Lodging

1. Machine-printed ledger-type receipts are required from hotels and motels. When a traveler stays in an establishment which does not use machine-printed receipts, a handwritten receipt with the name of the hotel or motel indicated is allowed. Duplicate copies are not allowed as receipts unless an adequate explanation is provided. Credit card invoices are not accepted as receipts for lodging. If the charge may appear excessive or unreasonable, an explanation should be provided. When

a University employe shares lodging facilities with a person who is not to be reimbursed by the University, reimbursement to the traveler is limited to the single rate for a single room.

2. Many hotels grant room rental discounts upon request of University personnel. Identification will usually be required to obtain this discount. When attending a convention the traveler should take advantage of convention rates offered.

3. An employe who is required to remain in one location for an extended period of time should attempt to find lodging at weekly and/or monthly rates.

4. A reasonableness test will be applied in those instances where a traveler claims reimbursement for lodging when a business meeting is attended during normal working hours and requires traveling of only a relatively short distance. Except for extenuating circumstances, a traveler will be expected to travel to and from such meetings during the same day. If extenuating circumstances are present, advance agreement should be obtained from the administrative office whose budget will bear the expense of the travel.

5. Lodging expenses should be paid directly by the traveler. Travelers may request travel advances through their department or use a personal credit card to minimize cash outlays. An exception may be made when group travel is involved, i.e., athletic team travel or organized business meetings where the costs are to be charged to one budget.

V. ORGANIZED BUSINESS MEETING EXPENSE

**(See II-H-13 local policy-Meal Costs and refreshments in Menomonie)

A. Under certain conditions, departments may pay meeting expenses of State employes when they are at their headquarters city and therefore, not in travel status. These expenses should be "necessarily incurred in the performance of duties required by the State service." A few examples will serve as illustrations.

1. Attendance at business meetings where the meal period was the only time when all participants could be brought together and the business at hand accomplished. For example, an official meeting called by the Center System Chancellor requesting the attendance of the nonresident deans of the various Center System campuses along with the resident staff members.

2. The various educational programs which are essential to the continued effectiveness of department operations sometimes have the meal period scheduled as part of the overall program in order to provide a time for discussion. For example: University of Wisconsin–Extension Management Institutes where the resident programs coordinator and the instructors are required to attend the luncheons and banquet dinners with the participants.

3. Meetings with people from within the state of Wisconsin and outside the state. Sometimes a visit by interested parties to the department headquarters office provides the only means for an effective exchange of viewpoints or knowledge. When visits cover an extended period such as an entire day, the agency may feel a justifiable obligation to entertain the visitors at lunch. For example: A site visitation team or a visit from an accreditation team.

4. The majority in attendance should be employes from other than the city where the meeting is held or nonemployes.

B. The prior approval of the Unit Chancellor's Office should be obtained. The request for approval should include the following information:

1. Type and purpose of meeting.

2. A list of the individuals who are to attend including their home-base city.

3. Estimated length of meeting, place and date.

C. Vendor invoices should be approved by the department head and submitted through regular channels, with a copy of the approved request referred to in *B* above modified to indicate any changes in attendance.

VI. EXPENSES IN AN EMPLOYE'S HEADQUARTERS CITY ** (See local policy-Meals Costs Refreshment Costs in Menomonie)

A. Employes who are headquartered in a city in which the expense occurs shall be reimbursed for their actual, necessary and reasonable expenses incurred in the discharge of official duties. Travel between employe's residence and headquarters city is *not* reimbursable.

B. This type of expense is specifically covered by State Statute and applies primarily to individuals who are required to pay expenses while attending a business meeting, conference, training institute, etc. Approval is required of the Chancellor or his designated business representative. A complete explanation should be provided on the travel expense report.

C. The procedure outlined in Section V should be followed, for a group of individuals in attendance at an "Organized Business Meeting" when the department has obtained University approval to pay the expenses directly.

VII. MISCELLANEOUS AND SPECIAL ALLOWANCE EXPENSES

A. Telephone

Charges for official business calls are allowable. A description of each long distance call should be included on the travel expense report.

B. Registration Fees

Receipts are required for registration fees for conferences, conventions, seminars, etc. The agenda or schedule and a breakdown of convention costs should be attached to the travel expense report, indicating the following:

1. Dates of the conference, convention, seminar, etc.
2. Specific meals which were included in the registration fee.

C. Special Allowance Expenses

1. Laundry, cleaning or pressing service. If away from home more than three consecutive days, one charge for each type of necessary and actual service may be claimed per calendar week. Receipts are *not* required.
2. Porterage. Tips are allowed not to exceed $1 for each stay at a hotel or motel. Receipts are *not* required.
3. All of the "Special Allowance Expenses" should be separately identified and reported on the travel expense report form.

D. Other Incidental Expenses

A complete description should be included in the travel expense report.

VIII. TRAVEL ADVANCES

A. Advances may be made when estimated travel expenses are expected to exceed $50.00. The advance is limited to *80%* of the estimated expense to be paid by the traveler and should be rounded to the nearest $1.00 multiple below 80%.

B. Travelers should submit travel expense reports as soon as they return from the trip. The amount due the traveler will be reduced by any advance received, and a check will be issued for the net amount due. In cases where the advance exceeds the expenditures, a check payable to the University should accompany the travel expense report.

C. Travel Advance payments may be made from the Unit Contingent Fund.

D. Travel Advance forms are available from Unit Business Offices.

IX. SPECIAL TRAVEL ADVANCES

A. The following departments may request travel advance funds for group travel:

1. Forensics.
2. Athletics.
3. Music.
4. Drama.
5. Others with approval from Central Pre-Audit.

B. Expenditures of such funds should be submitted on a travel expense report and submitted promptly upon return from the trip.

X. CASH ADVANCES FROM CONTINGENT FUNDS

Cash advances may be authorized to individuals for special projects which require the expenditure of funds in the field for other than living costs. Expenditures made from funds advanced for other than travel should be fully accounted for including receipts for all items. Any unused portion of an advance and the travel expense report should be submitted promptly to the Unit Business Office.

XI. FIELD TRIPS

University funds may be used to finance student field trip transportation in connection with academic instruction for those courses that are listed in the respective catalogs and for which a requirement exists to travel off-campus. Gift, grant, or contract funds may be used if specifically provided for in the terms of the gift, grant, or contract. Transportation for field trips may be provided in University fleet cars or public bonded carriers. Normally, the driver of a fleet car should be a University employe with a valid driver's license. Students or nonemployes may drive only when a driver authorization form is filed in advance of the trip with the proper University Office. Normally, passengers should be limited to state employes or such other persons whose presence is necessary for conduct of official business. If faculty or students use private cars for field trips, they should be fully aware of their liability and should carry adequate insurance.

XII. MOVING EXPENSES

The University of Wisconsin System regulations on reimbursement of moving expenses are set forth in Financial Policy and Procedure Paper #19.

XIII. APPLICANT INTERVIEW EXPENSES

A. Unclassified Service Academic Staff

1. The employing department should submit a request for authorization to reimburse applicants for their interview expenses through appropriate channels to the Chancellor or his authorized representative.

2. The request should include the following information:
   a. Name of applicant and home address.
   b. Exact title of open position and department or school.
   c. The basis for determining that reimbursement is a necessary part of recruitment process. (See 3 below.)
   d. Estimated reimbursement.
   e. Signature of requestor and the Chancellor or his authorized representative.
3. The following should be considered in requesting and approving reimbursement.
   a. That it is in the best interest of the State and is a necessary part of the effective recruitment process.
   b. The prospective employe is one whose skills are in critically short supply and reimbursement is usually available from competing employers.
   c. Labor market is very tight for the particular position. Reimbursement will be an incentive for prospective candidates to apply for the position.
   d. All candidates will be given the same consideration for the open position through reimbursement.
   e. Other reasons unique to the department or school.
4. Consideration should be given to partial reimbursement.
5. A copy of the approved request will be returned to the originating department and should be attached to the travel expense report when requesting reimbursement for interview expenses.
6. Travel expense reports requesting reimbursement should comply with the University of Wisconsin System Travel Regulations for employe travel. This requires the signature of the applicant and the submission of required receipts.
7. There are occasions when staff members are required to interview applicants while on a travel status. The University will reimburse employes for the cost of any reasonable meal furnished the candidate. A receipt should be obtained and should show the candidate's name and title of unfilled position.
8. Quarterly Reports of authorization for reimbursement of travel expenses for applicants in the unclassified service should be submitted by the Unit Business Offices to Central Administration by the 10th day of the month following the close of each quarter. This report should indicate the number of requests by Unit, name, position, and dollar amount. Two copies of the approved requests should be attached.

B. Classified Service

Review with Unit Personnel Office the procedure to obtain approval for reimbursement of Applicant Interview Expenses in the classified service.

XIV. HONORARIUM PAYMENTS - Special Services Not On Payroll

Payments of fees and expenses to individuals who provide a service to the University System, such as speakers, lecturers, consultants, officials for athletic events, etc., and who are not employes of the University of Wisconsin System are allowable. If service to be performed will be in excess of $3,000.00, it will be necessary to obtain Governor's Waiver to Sealed Bid. A breakdown of expenses and the fee charged, if any, should be provided. A brief explanation of the type of service is required, and in the case of a relatively high fee, an explanation of how the fee was determined. Whenever possible, the fee charged and travel expenses should be submitted on *one* travel expense report. The Social Security number and home address must be provided. The claimant's signature is not required, but proper approval authorizing payment must be provided. If a period of service provided by an individual is expected to exceed 2 weeks, consideration should be given to placing the individual on the payroll.

XV. PREPARATION OF THE TRAVEL EXPENSE REPORT

A. All travel expense claims should be submitted on the travel expense report at the earliest practicable date following the trip. However, in the case of persons making frequent trips, travel expense reports should be submitted monthly. Each traveler should account separately for his expenses and submit separate receipts. An exception is made in the case of student groups.

1. Each traveler should itemize expenditures and mileage daily.
2. The purpose of the trip should be specifically stated.
3. List the date and time of departure and return. Show the number of miles traveled daily, if a privately owned or rental vehicle is used.
4. Each item of expense should be listed in chronological order.
5. Required receipts in chronological order should be numbered and should be attached securely to the travel expense report.
6. Verify all computations and indicate travel advances that should be deducted from the amount due the traveler. The complete account coding should be indicated.
7. Travel claims of all employes, other than the President and the Chancellors, must be approved personally by the employe's supervisor in addition to the standard approval by the person delegated to sign travel expense reports. The traveler must personally sign the Claimant's Statement.
8. The mode of travel should be indicated even if the employe is not reimbursed for transportation expenses.

B. Any expenses which are billed directly to the University or paid by another agency should be indicated on the travel expense report.

XVI. AUDIT OF EXPENSE REPORTS

A. All travel expense reports should be carefully reviewed and audited by the Unit Business Office.

B. At its discretion, each Unit may reimburse the traveler from Contingent Funds.

C. Transactions will be audited by the Central Pre-Audit Office as part of the normal processing cycle.

XVII. TRAVEL INFORMATION

Inquiries concerning travel expense regulations or the submission of travel expense reports should be directed to the Unit Business Office.

* Meal Reimbursement for Stout Employees

Stout employees will be reimbursed for the actual meal costs which includes tax and tips (not to exceed 15%) up to a maximum amount of $12.00 per day (i.e. 6:30 a.m. to 6:00 p.m.) without receipts. If the period of travel status is less than a full day, the test of reasonableness will be applied within the $12.00 guideline.

If the total meal costs exceed $12.00 for a day, a receipt for the evening meal and a justification of the total expense must be submitted with the expense report.

This policy is not intended to authorize the actual costs to become the maximum allowable without receipts.

**

UW-Stout Policy to Cover Employee

Meal Costs and Refreshment Costs in Menomonie [1]

1. Meal costs for University personnel may be paid by the University under the following conditions.

   A. When consultation with non-university personnel pertaining to the university business, as approved in advance by the Chancellor or his designate, must be transacted during a period including normal meal time.

   B. When for the convenience of the University, as approved in advance by the Chancellor or his designate, university personnel must transact univeristy business during a period including normal meal time.

   The documentation necessary to be included in the request is:

   1. Names and participants and their affiliation with the university.

   2. A clear concise explanation of the activity as to the purpose of the function. A copy of the agenda must be included.

   3. Source of funds from which expenses are to be paid. Example-G.P.R., Registration Fee collected, Segregated Fees.

   4. Full account code to be charged.

   5. If the meal time is the only period covered for the meeting, a statement of justification for that time period must be included.

   6. Appropriate approvals.

II. [2]Refreshments may be served during functions of an all morning, all afternoon, or all day nature which involves university or non-university personnel under the following conditions.

   A. For functions where a registration fee is collected.

   1. That a registration fee is collected from each participant. (University personnel, may, through proper approvals have the registration fee paid by tyeir departmental account if it is deemed that the function is job related.)

   2. That the function information distributed contains:

      a. the functions, purpose, and agenda.

      b. the amount of the reigstration fee is specified.

      c. that the indication "Registration fee paid includes refreshment breaks" is included. If meal costs are also included in the registration fee, the meals covered must be specified.

3. That for such functions to occur, as described in Section II, a majority of the participants must be non-university personnel.

B. For workshops, conferences, and related activities, funded by Federal grants, it is permissible to charge refreshment costs for activities for all day or half day periods when a majority of the participants are non-university personnel and such costs are allowable under the terms of the grant. Specific grants may supersede this provision because of the award given to the university.

C. For functions where a registration fee is not collected, it is permissible for a person or persons, on an individual basis, to make arrangements for, and be personally responsible for the costs of refreshments to be served. University funds may not be used to finance such functions.

The documentation for these activities except item c require:

1. Names of university and non-university personnel participating.
2. Source of funding: e.g. Registration fee, Federal Grant.
3. Copy of function literature.
4. Full account code to be charged. Applicable to items A and B only.
5. Explanation of function if not clearly stated.
6. Appropriate approvals.

[1] For purpose of definition, "in Menomonie" includes the City of Menomonie and a 15 mile radius.

[2] For purpose of definition, refreshment costs are those costs which are for food served other than meals.

The authorization for headquarter city expenses form is to be the basic data form used with supporting documentation as required attached thereto.

UNIVERSITY OF WISCONSIN - STOUT

II-H-15

Authorization for Headquarter City Expenses

UNIT:_____ 1. Date:_____

(For Food Service Use Only)

2. Date Service to be Provided:

3. Service to be Provided by: ☐ Snack Bar ☐ Commons ☐ Tainter
☐ Other _____(Give Name of Establishment)

4. Location:_____
If on campus

5. List Participants:

_____ _____ _____

_____ _____ _____

_____ _____ _____

*Asterisk Stout Employees

6. Total Number of Persons_____ 7. Estimated Cost_____

8. Account Number to be Charged_____

9. Requested By:_____

10. Approvals: Division Administrator MUST Approve:

_____ _____ _____

_____ _____ _____

11. Purpose:_____

_____

12. Source of Funds:_____

_____

13. STATEMENT OF CERTIFICATION MUST BE SIGNED WHEN MEAL PERIOD IS THE ONLY TIME FOR CONDUCTIN MEETING.

I certify that the meal period is the only time the participants listed could be assembled for the purpose of the meeting.

_____
Signature

Distribution of Copies:

Original and 2nd Copy to:

A. Food Service Unit Providing Service, or

B. to Business Office with receipt for occasion if not catered by Stout Food Service.

Third Copy:

Departmental Copy.

Instruction for Completing Form on Back of Department Copy.

ADVANCED APPROVAL IS REQUIRED.

STOUT STATE UNIVERSITY
Menomonie, Wisconsin

No._____

AUTHORIZATION FOR TRAVEL

(To be submitted to immediate supervisor ten days before date of travel)

NAME_____

AREA WHERE COSTS WILL BE CHARGED_____

TRAVEL TO: City_____ State_____

Departure Date_____ Return Date_____

Purpose of Travel_____

_____

_____

Estimated Total Cost:_____

How much of the reinbursement is to be paid by the University_____

University functions will be covered in the following manner:_____

_____

_____

_____ _____
Signed Date

APPROVED BY:

Department Chairman_____

Account No. to be charged_____

Dean(s)_____

_____

(If the initiator reports to more than one dean, each should sign.)

COPIES:

1. Individual
2. Department Chm.
3. Dean(s)

AIR TRAVEL

To facilitate staff members' air travel for the University, the Accounting Office will, if requested, provide service to arrange flight reservations. In this way, on approved trips, billing is made to, and payment made by the University, so that the staff member is not required to advance funds for this portion of cost of the trip. All state air travel as of 7/1/70 is subject to the 8 per cent Federal tax. It is no longer necessary to fill out an exemption certificate for air travel tax exemption.

Air fare is limited to the lowest jet class fare available, unless approved by the agency head. If no other class is available, the employee must submit a statement from the carrier to that effect.

I. CIVIL SERVICE EMPLOYEES

Most University support staff are Wisconsin Civil Service (classified) employees.

All appointments to classified permanent and limited term positions must be made from eligible lists supplied by the Personnel Office.

A "Limited Term Recruitment Request" form and a "Recruitment Approval Form" (for permanent positions) are to be processed through your normal administrative channels prior to the Personnel Office beginning recruitment for limited term or permanent classified positions. Copies of these forms may be obtained through your department or dean's office.

After being appointed to a position, a classified employee works directly for his/her respective supervisor (faculty or classified) who is primarily responsible for the orientation to the job, and for the required performance evaluation during the employee's six-month probationary period and for periodic evaluations after probation is achieved.

The Personnel Office, through means of an employee handbook (periodically revised), and an informational packet at the time of appointment, informational memos, and "communication" sessions, keeps each classified employee up-to-date on benefits and conditions of employment.

The major conditions of employment relating to classified employees are the following:

1. All classified employees serve at least a six-month probationary period before obtaining permanent status.

2. Normal work hours can be flexible to correlate with the services and needs of the department, but most classified employees work eight hours per day and five days per week.

3. Most classified employees are entitled to a 15 minute rest break each half shift, not to be banked for any purpose if not taken. Lunch breaks range from one-half hour to one hour, depending upon the needs of the department. The work day is adjusted in accordance with the length of the lunch break.

4. UW-Stout has an internal promotional policy for any position which it is felt that at least three interested and qualified candidates are available within the university.

5. Classified employees are eligible to transfer from one job to another within the same classification, or to voluntarily demote to any lower classification for which they may be eligible.

6. First line supervisors have the responsibility to expect acceptable standards of performance and conduct from a classified employee. If standards are not being met, the supervisor should consult with the Personnel Office regarding the appropriate action to be taken.

7. Classified employees are paid every other Thursday.

8. Besides a salary increase after successful completion of a probationary period, non-unionized classified employees receive annual salary increases effective on or before July 1. These salary increases usually consist of a cost-of-living adjustment and a merit increase.

9. All classified employee fringe benefits such as medical insurance, life insurance, income continuation insurance, etc. are administered by the Personnel Office.

10. Non-unionized classified employees generate vacation at the following rates:

1 - 5 years	80 hours
5 - 10 years	120 hours
10 - 15 years	136 hours
15 - 20 years	160 hours
20 - 25 years	176 hours
26 years	200 hours

11. Classified employees earn sick leave at the rate of four hours per each two-week pay period. Unused sick leave accumulates from year to year without limit. Provisions for proper use of sick leave are found in the employees' handbook or union contract.

12. Non-unionized classified employees are granted 9½ holidays each year. These include the usual holidays of New Years, Memorial Day, July 4th, Labor Day, and Thanksgiving, a half-day Good Friday afternoon, a day and one-half at Christmas and again at New Years, and two personal holidays. An additional personal holiday will be added effective January 1, 1976.

13. A classified employee may be allowed to take a leave of absence without pay for medical, educational, or exceptional personal reasons if authorized by the department and the Personnel Office.

14. Non-unionized employees may use the state's grievance procedure if they are dissatisfied with conditions of their employment.

15. Classified employees have a civil service job classification based upon the kinds of duties they perform, the level and scope of their responsibilities, and the degree of independence with which they are expected to perform. Changes in classification are made based on Personnel Office studies.

    If you feel the level of responsibility of a classified employee has increased significantly and may warrant a higher classification, you may want to process a "Reclassification Audit Request" form through your normal administrative channels. A copy of this form may be obtained through your department or dean's office.

16. Employees represented by a union are covered by a written contract which deals with most aspects of pay and conditions of employment. Employee groups currently organized include blue collar, technical, security, nurses, crafts, professional education and research and statistics.

J. INSTRUCTIONAL SERVICES

LEARNING RESOURCES

FACULTY AND STUDENT SERVICES

Learning Resources provides services to assist instructional communications and the learning process. Specialists are available for consultation involving selection, procurement, retrieval, and utilization of all media, and for the design and production of audio-visual media.

Learning Resources are organized into three (3) units located in three buildings:

1. Media Retrieval Services housed in the Robert L. Pierce Library Building.

2. Instructional Technology Services housed in the Communications Center Building.

3. Academic Computer Operations housed in the Computer Center, Administration Building.

MEDIA RETRIEVAL SERVICES--PIERCE LIBRARY

Hours Open

Monday through Thursday	7:45 a.m. to 12:00 midnight
Friday	7:45 a.m. to 5:00 p.m.
Saturday	1:00 p.m. to 5:00 p.m.
Sunday	1:00 p.m. to 12:00 midnight

Hours vary during vacations. Check posted schedules during these times.

General Information

The integrated resources collection of Media Retrieval Services -- Pierce Library contains a wealth of materials in many formats: more than 142,000 volumes; over 850 16mm films; 887 audio and videotapes; 5,482 reels of microfilm; 251,000 sheets of microprint/microfiche; and 1,848 periodical subscriptions. Faculty are encouraged to arrange for the circulation of all types of media for students to use individuall. Facilities and equipment are available in the Pierce Library for utilizing packaged instruction, audio cassettes, audio tape reels, filmstrips, 2 x 2 slides, 16mm films, standard and super 8mm films, tape-slide programs, and all types of print media including microfilm, microfiche, and microcards.

Consultation and assistance in designing and producing media is available from Instructional Technology Services.

Reference Service

Professional consultants are ready to help you in locating answers to your questions on a one-to-one basis, or in group study. Formal classroom instruction in the literature of your field is available upon faculty request.

Interlibrary Loan and computer search services are available to students and faculty.

Coin-operated photoduplication equipment (5¢ per page) is available on each floor of the MRS-Pierce Library.

A coin-operated machine for producing paper copies of microfiche (10¢ per page) is available on the first floor.

Duplicate copies of microfiche can be produced for 10 cents per fiche.

Paper copies of microfilm are available at 10¢ per page.

Photoduplication services for articles from periodicals not owned by the University are available.

Reserved Resources

Faculty members who wish to have materials placed on reserve for their classes are requested to submit completed reserve request forms (author, title, loan, etc.) to the reserve area at least 48 hours in advance of the time when students will call for them. Forms are available for this purpose at the circulation desk. Titles with a low circulation history will be removed from reserve. The requesting faculty member will be notified in each case. Reserve materials are returned to the general collecti at the end of each term.

Books are available for a four week loan period with renewal privilege. High general interest books, non-print media and Stout Theses circulate for seven days. Reference books and periodicals do not circulate.

The public services staff reserves the right to recall a book needed by another user. Prompt return will be greatly appreciated.

Film Rental Service

Faculty are contacted by memo frequently during the year indicating new procedure request de dlines, etc. Film indexes and catalogs are available on the film index table in the reference area and in room A110, (behind the circulation desk), the EMC, and in the offices of many departmental chairmen.

Equipment and Loan Location

Various types of audio-visual equipment are located throughout the instructional facilities on campus. In addition, a limited amount of equipment is available for short-term loan (3 days) from the Circulation desk. This equipment may be reserved.

Media Requests

All requests for books, audio visual media, periodicals and serials to be added to the Library collection should be forwarded to the Collection Development Librarian on special order forms available from the Library. Faculty are encouraged to participate in the development of library resources. As part of its regular procedures, the Collection Development Office routes reviews and listings of newly published and produced materials to faculty whenever appropriate. When the requests are placed in the Library, the faculty requestor is notified.

Media Purchase Policy

Media requested by faculty and purchased from the Media Retrieval Services budget must be cataloged and stored in the Pierce Library for the use of all students and faculty. Departments wishing to store media in faculty offices must purchase such materials from their own funds.

Educational Materials Center (EMC)

The EMC houses a variety of materials that education majors will find useful in their teaching careers. Resources include textbook samples, curriculum guides, non-print materials, producers' catalogs, media source materials, and many periodicals and pamphlets.

Area Research Center (State Historical Society of Wisconsin)

To encourage historical studies and enrich the resources for historical research in the Dunn and Barron County areas, the University of Wisconsin-Stout and the State Historical Society of Wisconsin have established an Area Research Center for the collection, preservation, and administration of such resources. The Center is located on the west side of the Pierce Library Building.

Textbook Rental Service

The Textbook Rental Service is not a part of Media Retrieval Services, although it is housed on the ground floor of the Pierce Library Building.

INSTRUCTIONAL TECHNOLOGY SERVICES

Instructional Development

Consultation services are available to assist faculty in the systematic development and improvement of instruction through the selection, design, production and evaluation of appropriate media. Assistance is provided in working on specific lesson, unit, and course projects, or when writing instructional improvement project proposals.

Graphics

Complete graphis planning and production services are available to meet faculty needs for graphs, charts, posters, overhead transparencies, and illustrations for slides, films, and television tapes.

Photography

A wide range of black and white and color photographic services are offered in support of instruction. Typical services include the design and production of multi-image and sound-slide presentations, studio and location photography, copy photography, slide duplication, film processing and printing.

16mm or super 8mm sound or silent films can be produced on location or in our studio facilities. Films are produced for university use and commercial distribution.

Closed Circuit Television

A closed-circuit television system is available for the distribution or instructional television programs to campus classes. The campus television studio facilities are comparable to many commercially available production studios. In addition, production services are available for recording outside the studio.

Teleproduction Center

Responsive to the needs of local, state, and national non-profit agencies, the Center is fully equipped for the color production of programs and materials for broadcast TV utilization. The facility provides programs on Channel 28 serving western Wisconsin and other stations affiliated with the Wisconsin Educational Television Network. The Teleproduction Center is a partially self-sustaining service of the University.

Television cameras and videotape recorders are available for short-term checkout by faculty.

Self-Instruction

Self-instruction programs for the operation of audiovisual equipment, and limited graphics production equipment are available for faculty and student use in the Self-Instruction Laboratory, CC 144. The laboratory is open and supervised approximately 12 hours daily.

Instructional Technology Services staff will also assist others in programming instruction from simple paper and pencil exercises to multiple response audiovisual programs.

Public Address Systems

Instructional Technology Services has the responsibility for the maintenance of the sound system in Harvey Hall auditorium, the Field House, and Nelson Field. Operators will be furnished for special functions if necessary. Portable sound equipment is available for university use.

Audio Recording Service

Complete tape recording facilities are available for original recording in monophonic, stereophonic, and quadraphonic sound. Mixing, editing, re-recording from records or tape, background music, and synchronizing slide-sound programs are possible. A library of sound effects and music is available.

Equipment Maintenance

Maintenance service for all AV equipment is located in Room 138 of the Communications Center Building. In the event of any problems with audio-visual, television, or sound equipment, contact this section.

ACADEMIC COMPUTER OPERATIONS

The Academic Computer Operation provides hardware and programming support for all instructional areas of the university. The primary services performed are execution of instructional and research programs in both the batch-processing and time-sharing mode of operation, test-scoring and survey analysis by mark-sense equipment, and provision of personnel support to operate the existing equipment and perform programming support for faculty and graduate student research.

The present equipment consists of an IBM 1130 computer for batch-processing, a Digital Equipment Corporation PDP-11/40 time-sharing computer, and an IBM 1230 mark-sense reader with associated card punch. Three key-punch machines are available for student use in the Academic Computer Center. The center is open for use 15 hours per day, 5 days a week plus Sunday evenings. Student lab assistants are present during most hours for equipment operation and program consultation. The time-sharing computer is available 24 hours per day, 7 days a week, accessed via 14 remote terminals located in the library, computer center, and classroom buildings of the campus. A portable terminal may be checked out of the library by faculty or students to use in their office or at home.

Students enrolled on campus become familiar with the use of the computer through instructional aspects and research applications. Formal courses in the Mathematics and Business and Industrial Management Departments acquaint students with computer applications and prepare them to write computer programs in high-level programming languages. A minor in Computer Science is currently offered through the Mathematics Department. Periodic in-service sessions are held for faculty and students who desire to use the computing services without attending formal classes.

COPYING AND DUPLICATING SERVICES

Services are provided on campus for copying and duplicating.

For multi-copies (25 or more), multilith services are available from the Duplicating Center in Ray Hall. If one or more copies (to 24) are required, varied copying equipment (Xerox, 3M, etc.), in various locations, are available.

PIGEON LAKE FIELD STATION

The Wisconsin State Universities sponsor a summer program at Pigeon Lake Field Station near Drummond, Bayfield County, in northwestern Wisconsin. Appropriate course work successfully completed in the various camp programs by students enrolled in the system is credited as residence study by their respective universities.

In the past, the camp has been used principally for programs in Art, Outdoor Education, School Camping, and for Field Biology Institutes which have been supported by the National Science Foundation. These programs have varied in length from two to six weeks. Additional course work in other areas will be scheduled for future years.

The field station has been leased from the U.S. Forest Service since 1959 and functions as a natural laboratory in the heart of the Chequamegon National Forest. Sixteen rustic cabins are availble, each with a capacity of six to eight students. A dining hall, recreation hall and two classroom-laboratory buildings are situated near 1400 feet of shoreline. Excellent facilities are available for boating, swimming, and fishing.

Pending programs are publicized by special announcement in the early spring. For further details contact the registrar or the campus member of the Pigeon Lake Steering Committee.

CHIPPEWA LAKE FIELD STATION AT CLAM LAKE

The Chippewa Lake Field Station is located five miles north of the town of Clam Lake, Wisconsin in the Chequamegon National Forest. Academic programs are offered at the Field Station during the month of June, July, and August, but the facilities are available at other times to University of Wisconsin affiliated groups.

There are four fully winterized dormitories at Chippewa Lake, and each dormitory can accommodate fifty persons. Nine trailers housing from four to six persons are also available. Boats and canoes may be used in Chippewa Lake. Kitchen-dining facilities are available. In come cases, it may be desirable to provide food service for large groups using the Station. Prices for such service will be furnished on request. Address inquiries to the University of Wisconsin System, 142 East Gilman Street, Madison, Wisconsin 53701.

Pending programs are publicized by special announcement in the early spring. For further details contact the Registrar or the campus member of the Clam Lake Steering Committee.

PERSONAL SERVICES

STUDENT HEALTH SERVICES

Eligibility for Service

All undergraduate and graduate students whose fee payments have included a health fee, and who have filed the health examination form required at the time of entrance, are entitled to the services which the Health Center is designed to render.

Health Center Hours

1. The Student Health Center will be open from 8:00 a.m. to 4:30 p.m. daily Monday through Friday.

2. A physician will be on duty at the Health Center from 8:30 a.m. to 12:30 p.m. Monday through Friday.

3. Office calls will be available to students at the Red Cedar Clinic by referral from the University nurse Monday through Friday, 1:00 p.m. to 5:00 p.m. Office calls are available at the Clinic on Saturday between 9:00 a.m. and 11:00 noon. A referral slip from the University nurse is not required on Saturday a.m.

   a. There will be no charge for office calls to the student if a referral slip is issued to the student by the University nurse, with the above exception on Saturday a.m. This referral slip must be obtained prior to the student's appearance at the Red Cedar Clinic.

   b. Students will pay for lab, x-ray and injections, not provided by the Health Center, or if in the opinion of the doctor a delay in tests or treatment would be unwise.

4. A nurse, laboratory technologist, and receptionist are on duty during the hours the Student Health Center is open.

Services Available Include

1. First aid and treatment of minor illness.

2. Desensitizing or allergy injections if the student presents a letter of instruction from a private physician.

3. Physical examinations for athletics as required by the Director of Athletics. (This service will be arranged for by the Director of Athletics.)

4. Physical examinations as required for practice teaching.

5. Immunization for small pox and tetanus at specified times.

6. A follow-up of the tuberculosis prevention program which students are required to follow under care of a private physician.

7. Referral service for those who wish to obtain surgical, medical, hospital, and major medical insurance.

8. Certification concerning conditions which may affect participation in physical education class, intramural programs, and other circumstances where health is related to the activity.

9. Referral services to other physicians and health functionaries.

10. Health counseling.

11. Standard office diagnosis and treatment.

12. X-rays of extremities and chest will be taken at the Student Health Center, at no charge to the student, when the x-ray unit is in operation. The fee for interpretation of x-rays by a specialist is borne by the student.

13. Information, counseling and limited treatment is available to those students who have, or think they may have, drug abuse problems (i.e. marijuana, LSD, narcotics, etc.). Like other health records, this information will remain strictly confidential and cannot be passed along to others in or outside of the University without consent of the student.

Miscellaneous Policy Statements

As the Stout Student Health Center does not provide a complete health service, the following statements are offered to clarify policy concerning operational procedures.

1. Since there is no intermediate health care facility for overnight use such as an infirmary, students who are in need of such a facility at other than Center hours must be cared for in their rooms, homes, or the Menomonie Memorial Hospital. Any cost involved in such care is borne by the student. There is a limited facility at the Student Health Center for emergency use during Center hours.

2. Students who need health care during the times when the Health Center is closed are advised to call at the Red Cedar Clinic, or at the Memorial Hospital emergency department. Again the responsibility for the cost belongs to the student.

3. Students are expected to assume the cost of injury which occurs on or off campus which requires more than first aid care.

4. The Health Center may refer students for medical care when conditions suggest that such referral be made in lieu of Center care. However, written authorization by the Director of the Health Center is necessary if the University is to bear any cost.

5. The families of students are not eligible for Health Center care.

6. House calls or calls after regular office hours are not included in the Health Service program.

7. Transportation to a health care facility may be arranged by residents of the residence halls with the resident head. The University Health Service does not include ambulance service.

8. Hospitalization, consultation services with specialists, x-ray, physical therapy, and similar costs are borne by the student or his insurer.

9. Care for pregnancy, except for the first visit, is not covered by the Student Health fee.

In Cases of Emergency

When an accident or illness arises, it should be reported to the resident head or assistant, or the householder in the home in which the student is living. If examination by a physician seems necessary, the student should be brought to the Health Center. If medical attention is required after normal Health Center hours, telephone either the Red Cedar Clinic (235-9671), or Memorial Hospital (235-5531) for instructions. For conditions that are obviously very urgent, take the student directly to the hospital emergency room.

Telephone:		
	Health Service	232-1314, 232-1473
	Red Cedar Clinic	235-9671
	Memorial Hospital	235-5531
	Police	235-3456

Health Insurance

Students are urged to carry comprehensive health insurance which will cover hospitalization, surgery, x-rays, laboratory tests, and emergency care not covered by the student health center. Such insurance can be obtained at Stout if a student does not already have such coverage. Those interested should contact the Stout Student Insurance Plan, c/o Bob Jeatran, 409 Wilson Avenue, Menomonie, Wisconsin 54751, phone 235-4213.

CASH COLLECTIONS

The Board of Regents and the State Auditor have delegated to the Business Office full responsibility for collection, recording and safe-keeping of all funds connected with University activities. This includes any and all payments required of students or customers by any department or activity.

No faculty member or any other employee is authorized to accept any funds on behalf of the University except persons designated by the Assistant Chancellor for Administrative Services.

HOUSING

While the University does not provide faculty housing, every effort is made to help faculty members secure satisfactory accommodations.

The University Housing Office maintains housing lists for students and will attempt to assist faculty members in locating rooms, apartments or houses. However, faculty members should make every attempt to locate housing on their own.

LOST AND FOUND

A lost and found department for students and faculty is located at the Memorial Student Center information booth.

MAIL AND TELEPHONE MESSAGES

It is preferred that private mail and telephone messages be directed to the homes of faculty members. Only in cases of emergency are personal telephone messages and letters to faculty members delivered immediately.

SCHOOL PUBLICATIONS

School Paper

The Stoutonia is the official student newspaper at Univ. of Wis. - Stout. It is edited and produced by students throughout the University year, and is issued on Fridays. News articles for publication may be submitted directly to the editor or to the faculty editorial adviser. Subscription is free to faculty members.

University Yearbook

The Stout Student Association publishes the Tower, the yearbook. The student staff, with the aid of faculty members, a production adviser and a literary adviser, edits the Tower. Individual pictures of the administrators and group pictures of departments appear each year. The Tower staff will contact faculty members to make appointments for photographs. There is no charge. Copies of the yearbook are sold to faculty members at less than cost. In recent years, the Tower has achieved considerable distinction among yearbooks from universities in its class.

REPORT OF THE THEFT AND MUTILATION COMMITTEE

The following procedure will be used in working with individuals, whether they are students or nonstudents, when it involves theft, mutilation, or damage of university property.

1. The situation would be written up by the observer or the supervisor of the person observing such action. This would include identification of the individual, if possible, the date, time and place of the incident, and a description of what occurred. Also, the names of any witnesses should be included in this.

2. The following day, a hearing would be set up which would involve the complainant, a member of the security staff, a representative of the area having jurisdiction over the material, a representative from the Dean of Student's Office, and the individual accused. This hearing would hear the facts in the case.

3. A decision on a course of action would be made involving the Security Office, a representative of the area having jurisdiction over the property in question, and a representative of the Dean of Student's Office.

L. FACULTY-STUDENT COMMITTEES

INTRODUCTION

Faculty-student committees are appointed by the appropriate divisional head. The purposes of such committees are to develop policies or programs, to consult with the administration or other groups in the University, or to assume responsibilities in the areas described in the following section.

New faculty members usually do not serve on a committee during their first year at Stout. Requests for membership on specific committees are honored whenever possible. Typically a faculty member is appointed to only one committee.

ACADEMIC AFFAIRS ADMINISTRATIVE TEAM

Purposes

The Academic Affairs Administrative Team (AAAT) is a policy making group serving as adviser to the Vice Chancellor. This council develops, defines, and implements the academic mission of the University, judges program proposals in terms of this mission and develops personnel policies for the instructional faculty.

AAAT Members

Dean, Graduate College; Dean of Learning Resources; Dean, School of Education; Dean School of Home Economics; Dean, School of Industry and Technology; Dean, School of Liberal Studies; the Vice Chancellor; and the Curriculum Coordinator.

ALUMNI RELATIONS

Purposes

To serve in an advisory capacity to the Stout Alumni Association in increasing the activities of Stout's alumni throughout the nation.

To plan alumni homecoming activities and alumni commencement activities.

To furnish suggestions for additional services to the alumni.

ATHLETICS

Functions

1. To encourage an intercollegiate program consistent with the educational objectives of the University, and the Constitution and By-Laws of the Wisconsin State University Conference.

2. To formulate or approve standards of scholarship, sportsmanship, and general conduct for all persons concerned with the University intercollegiate athletic program.

3. To formulate policies for the conduct and administration of the intercollegiate athletic program of the University.

4. To revise or expand existing policies and to make recommendations for such revisions or adoptions according to the following:

   a. upon initiative from this committee

   b. upon a request from the University Chancellor

   c. to be consistent with the policies of the National Association of Intercollegiate Athletics.

5. To recommend the addition or deletion of activities in the University intercollegiate athletics program, review the schedules, and approve the annual budget as it pertains to that program.

CAMPUS DEVELOPMENT

Purposes

To provide students, faculty and administration with an opportunity to express opinions regarding:

1. Facility needs.

2. Improvement of existing facilities.

3. Use and occupancy of facilities.

4. Parking of automobiles.

5. Campus planning including layout and development.

To assist the Stout Director of Campus Development.

COMMENCEMENT

Purposes

To plan all activities concerned with all commencements, including details of the program of graduation.

BYLAWS OF THE
CURRICULUM AND INSTRUCTION COMMITTEE
(Adopted November 19, 1970)
Revised September 26, 1974

ARTICLE I. NAME

The name of this Academic Affairs organization shall be the Curriculum and Instruction Committee.

ARTICLE II. PURPOSES

Section 1. The Committee shall be advisory to the Vice Chancellor.

Section 2. The purpose of the Committee shall be to serve as an academic forum to consider credit producing learning experiences and major and sub-major academic programs and ascertain if they are in accordance with the Institutional Mission Statement.

Section 3. The objectives of the Committee shall be:

(1.) To act upon proposals for credit producing learning experiences and major and sub-major academic programs.

[1.] To ascertain if the proposal is in accordance with the the Institutional Mission Statement, priorities, and policies of the University.

[2.] To ascertain if the proposal will fulfill a justifiable need.

[3.] To ascertain if the proposal has realistic, consistent and measurable objectives, and appropriate evaluation procedures.

[4.] To ascertain if the proposal is housed in the optimum school or area.

[5.] To ascertain if the level (of a course proposal) is in keeping with the content, objectives, and prerequisites stated in the proposal, and in relationship to other offerings, and in keeping with when the student would normally be expected to take the offering.

[6.] To ascertain if the title and catalog description is descriptive of the content and objectives of the proposal.

[7.] To ascertain if the proposal results in unnecessary overlap or duplication with existing offerings.

(2.) To encourage a transdisciplinary approach to curricular and instructional growth.

(3.) To encourage and/or to conduct studies of curricular and instructional matters, including reviews of existing offerings.

Section 4. The Committee shall not consider the availability of resources for any proposal or the methodology of teaching a course.

(1.) The availability of resources (facilities, dollars, faculty) is the responsibility of the department and school as it is a budgetary decision.

(2.) The methodology of teaching a course is the responsibility of the department and/or school and is given only to aid in understanding the objectives and intent of the course.

ARTICLE III. MEMBERSHIP

Section 1. The members shall concern themselves with the Institutional Mission Statement, and shall be chosen to provide a cross-section of the academic community of the University.

Section 2. The qualifications of the members of the Committee shall be:

(1.) To be knowledgeable about the University, its mission, structure, and the more specific specialized objectives and missions of the various units which comprise the total University.

(2.) To be knowledgeable about the Bylaws and status of the Committee within the University structure.

(3.) To be able to serve without undue distraction of other activities either imposed on or undertaken voluntarily by proposed members. This implies that members should not be so unduly involved with other activities that they distract from active and meaningful service on the Committee.

Section 3. The duties of the members of the Committee shall be:

(1.) To attend all meetings of the Committee.

(2.) To study all the material submitted before the meeting to become knowledgeable of what is to be considered, and to be able to act intelligently and professionally on the material at the meeting.

(3.) To participate fully in the activities of the Committee in considering all items submitted.

(4.) To serve, as needed, on sub-committees of the Committee when so assigned by the Chairman. Sub-committees are established according to need to study and make recommendations to the Committee about those items under consideration or other items which the Committee deems necessary of special consideration.

(5.) To assume an all-university attitude in their membership, by refraining from individual or special group interest in their deliberations and voting. This implies giving highest consideration to the good of the University and its students on the part of the members of the Committee.

Section 4. The members of the Committee shall consist of:

Number	Voting Members	Selected By
6	Members chosen (one each) from: School of Education School of Home Economics School of Industry & Technology School of Liberal Studies Graduate College Learning Resources	School or College
7	Faculty Members	Faculty Senate
2	Student Members	Student Senate
	Non-Voting, Ex-Official Members	
1	Curriculum Coordinator	
1	Registrar's Office Member	Registrar

Section 5. Each voting committee member shall have a single alternate, selected in the same manner as regular members, to serve in the absence or disability of the regular member, and for the same term.

Section 6. Terms of office shall be as follows:

(1.) The length of term of student committee members shall be at the discretion of the Student Senate.

(2.) The length of term of faculty members shall be two years.

(3.) The faculty committee members may serve successive terms.

ARTICLE IV. OFFICERS

Section 1. The officers of the Committee shall be a chairman, vice chairman, and secretary.

Section 2. The Chairman and the Vice Chairman shall be elected by the Committee.

Section 3. The Secretary shall be the Curriculum Coordinator.

Section 4. The officers shall serve a term of two years and may be re-elected.

Section 5. The election of officers shall be held at the October meeting.

ARTICLE V. DUTIES OF OFFICERS

Section 1. The Chairman shall:

(1.) Preside at all meetings of the Committee.

(2.) Establish and arrange meeting schedule and location.

(3.) Maintain liaison with the Curriculum Coordinator regarding curriculum matters.

(4.) Conduct proceeding of the Committee in accordance with the bylaws.

Section 2. The Vice Chairman shall assume and perform the duties of the Chairman in the absence or disability of the Chairman.

Section 3. The Secretary shall:

(1.) Notify all faculty and administrators of regular meetings, including in the notice a call for materials to be submitted and deadlines for submission, no less than two weeks in advance of the submission deadline.

(2.) Notify all committee members and other necessary parties of any special meetings.

(3.) Receive copies of all materials submitted for consideration at a meeting and collate them in preparation for distribution.

(4.) Prepare an agenda for each regular meeting and distribute copies of the agenda plus copies of all submitted materials to committee members and to all academic deans and assistant deans two weeks in advance of each regular meeting.

(5.) Send copies of the agenda of each regular meeting to all department chairmen, directors of major programs, the Vice Chancellor, other division heads, and the Chancellor.

(6.) Notify parties who submit materials of the meeting at which such materials will be considered, and inform them if their presence is required.

(7.) Keep an accurate record of the proceedings and actions of each meeting.

(8.) Prepare copies of the minutes within one week after a meeting and distribute copies to members of the Committee, deans and assistant deans.

(9.) Send one (1) copy of the minutes and a set of all materials, along with four (4) approval sheets, to the Vice Chancellor for approval, modification, or rejection by the Vice Chancellor and Chancellor.

(10.) Upon receipt of signed approval forms (item 9), send sets of all materials, minutes and signed approval form to the Registrar, the Library, and the Director of University Relations, and place one set in the Academic Affairs office file.

(11.) Prepare a summary of the final actions on each item of the minutes, as taken by the Vice Chancellor and Chancellor, and distribute copies to all faculty and administrators.

ARTICLE VI. MEETINGS

Section 1. Regular meetings of the Committee shall be held monthly during the academic year and as needed during the summer session.

Section 2. Special meetings may be called by the Chairman.

Section 3. The quorum shall consist of a majority of the voting members.

Section 4. The meetings shall be open.

ARTICLE VII. PROCEDURE FOR RECOMMENDATIONS

Section 1. All procedures for recommendations shall be in accordance with the Curriculum Handbook approved by the Academic Affairs Administrative Team.

Section 2. The recommendations will only be considered at a meeting if the party submitting the material is present or represented by an alternate. At the discretion of the Chairman, certain routine recommendations may be presented without representation.

Section 3. The proposer of a recommendation shall submit to the Curriculum Coordinator the number of copies as specified by the Curriculum Handbook. The deadline for submission shall be as stated in the notice of the meeting.

Section 4. It shall be permissible, on an emergency and at the request of the Vice Chancellor, to circumvent the deadlines for the submission of materials.

ARTICLE VIII. AMENDMENTS

These Bylaws may be amended at any meeting by a two-thirds vote of the voting members of the Committee, provided the proposed amendment has been stated in the agenda for the meeting.

FINANCIAL AIDS

Purposes

1. Communication - To inform students, faculty, administration, donors, and potential donors of the financial aids available at University of Wisconsin-Stout.

2. Co-ordination - To co-ordinate all financial aids programs, to include both graduate and undergraduate programs.

3. Advisement - To serve as an advisory board for the Financial Aids Office.

4. Selection - To aid in the selection of scholarship winners.

5. Distribution - To insure equitable distribution of funds to all students and all departments.

6. Appeals Board - To serve students who might otherwise not have this avenue open to them.

7. Contributions - To encourage contributions to the Financial Aids program at University of Wisconsin-Stout.

GRADUATE COUNCIL

Purposes

To set policy for the development and operation of graduate programs at University of Wisconsin-Stout.

To study needs for graduate education and develop plans to fulfill these needs in keeping with the mission and capability of the University.

To set standards for graduate education at Stout in terms of characteristics of specific programs and requirements of appropriate accrediting agencies.

To study trends and developments in graduate education with the objective of improving graduate education at University of Wisconsin - Stout.

RECREATION AND INTRAMURAL ADVISORY COMMITTEE

Purposes

To serve in an advisory capacity to the chairman of the Physical Education Department on the utilization of the Health and Physical Education Center and to help in setting up priorities on its use.

To advise and assist in the promotion of an open recreation program for students for such times as the facilities may be available.

To advise and assist in the operation of the intramural program.

INSTITUTIONAL STUDIES

Purposes

To stimulate and assist in the study of problems related to the educational mission of University of Wisconsin-Stout.

To act as an advisory body for the researcher, staff or administrative, who undertakes a study in this area.

To encourage a coordinated program of research in the instructional processes and products at UW-Stout.

To acquire studies and information related to the functions described above.

INTERNATIONAL STUDENTS ADVISORY

Purposes

To re-evaluate present policies concerning international students.

To recommend new or revisions to present policies concerning international students.

To make recommendations as to the role Univ. of Wis. - Stout should take with international students.

To recommend means of assisting international students in having a meaningful experience at Univ. of Wis. - Stout and in Menomonie.

LEARNING RESOURCES

Purposes

To act as a liaison committee between faculty and students and the three major units of Learning Resources: Media Retrieval Services, Instructional Technology Services and Academic Computer Operations.

To provide feedback concerning policies to the directors of the units and the Dean of Learning Resources.

CAREER PLANNING AND PLACEMENT SERVICES

Purposes

To provide for all of Univ. of Wis. - Stout's students and alumni full information and counseling on careers in general and jobs in particular so that the individual can evaluate himself as well as the employment needs of his society.

To accept the responsibility for development and maintenance of communication channels among students, faculty, educational institutions, business, industry, and government so that their various needs and interests can be properly interpreted and implemented.

To establish and make available a current resource and materials center for all students and alumni so that this assistance will help them to obtain their optimum professional goal.

To provide an assessment and evaluation of our graduates through research and follow-up procedures.

SAFETY

All campus accidents, whether work-related or not, must be reported to the Campus Safety Coordinator within twelve hours of an incident. The Coordinator's Office is located in Harvey Hall, Room 13, extension 2151.

Employee Eye and Face Protection Policy

Eye or Face protection shall be provided where persons are exposed to any hazard which may reasonably be expected to cause injury to the eyes or face.

SUCH HAZARD TYPES:

1. Milling, sawing, turning shaping, cutting, grinding, stamping, of any solid materials.
2. Heat treatment, tempering, or kiln firing or any material
3. Any form of welding processes.
4. Repair or servicing of any vehicle.
5. Caustics or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

FACULTY OR ACADEMIC STAFF EMPLOYEES in the following departments are required to wear eye or face protection when involved in such activities as outlined in the policy.

Graphic Communications
Energy & Transportation
Industrial Management
Materials & Processes
Apparel, Textiles & Design
Food & Nutrition
Art
Physics
Biology
Chemistry
Evaluation & Training Center
Theatre

For additional information on ordering procedure please contact your department chairperson or the Campus Safety Director.

SPEAKER POLICY

Purposes

To promote freedom of discussion in the University Community.

To encourage discussions that will make the maximum educational contribution.

To assure the University against damage or interference with its overall educational program.

STUDENT PUBLICATIONS BOARD

Purposes

1. To establish general policy regarding student publications.
2. To determine policy concerning selection of staff, including the actual selection of the editor of each publication and advisement of the President concerning the appointment of a faculty adviser for each publication.
3. To protect the independence of the editor of each publication from any group which seeks to exert undue pressure.
4. To hear non-legel complaints.
5. To recommend to the appropriate faculty committee and/or to the Student Senate any changes in policy which the Board deems advisable.
6. To serve as a referral agency for the Student Services Committee, the Student Senate, and other groups, when such groups seek recommendations about student publications policy matters.

STUDENT SERVICES

Purposes

1. To serve as a board of advisers for student service functionaries.

   a. To act as a referral group which will provide faculty-student reactions and recommendations to matters which may be referred to the Committee by Student Service functionaries, by the Student Senate, or by the Administration of the University.

   b. To recommend problems for study and policies for evaluation which deal with student services.

   c. To review student services and student organizations periodically so as to motivate self-evaluation and growth by these services and organizations.

   d. To guide Student Services Workers in their attempts to help the faculty concentrate its attention on the problems, needs and characteristics of students.

2. To serve liaison functions between student services and the faculty.

   a. To communicate faculty and student views toward student services.

   b. To encourage inservice programs for faculty members who perform student service functions.

   c. To assist in the coordination of classroom instruction and student services.

3. To serve as a deliberative body which will assist the Administration in its responsibility to approve or disapprove policy and/or action recommended by the Student Senate.

M. PROFESSIONAL ORGANIZATIONS

Descriptions of three local faculty organizations are listed on this and following pages.

Institutional memberships are maintained in a variety of organizations related to the mission of the university. These are also listed in this portion of the handbook.

THE FACULTY ASSOCIATION

The Faculty Association was organized in 1963 to participate in policy determination for the university. The members of the Association are all faculty members with the rank of instructor or higher. The Faculty Association is served by an elected smaller body--a Senate.

The major purpose of the Association is to participate, through the action of the Senate, in policy determination for the administration of the university by reviewing, approving, and recommending policies. The primary function is restricted to that of being advisory.

Preamble, Constitution and By-Laws
For
The Faculty Association
Of
University of Wisconsin-Stout
Menomonie, Wisconsin
(Revised 1969)

PREAMBLE

The Chancellor and the faculty of University of Wisconsin-Stout, having agreed that each should participate in the formulation of policies for the successful operation of the university, hereby declare that an organization to be known as the Faculty Association shall be established.

It is here recognized that the responsibility for the administration of the university is, by statute, vested in the Chancellor as the executive officer duly appointed by the Board of Regents for the University of Wisconsin System. In such capacity, the Chancellor is solely responsible and must retain such prerogatives as are necessary in his accountability to the Board of Regents.

However, in the spirit of democratic administration, it is recommended and acknowledged that the Faculty Association shall study and act upon such policies as have or may be invoked by the Chancellor, either upon his request or by the determination of the Association.

The Association does not in any sense displace the faculty of the university which is administered by the Chancellor. It is understood that the Chancellor can call the faculty of the university for meetings and assign duties as he desires.

The Constitution and its By-Laws, under which the Association shall function, shall set forth the purposes, organization and operation of the body and define its powers in a manner accepted and approved by the Chancellor and adopted by the members of the faculty in a referendum election.

CONSTITUTION

ARTICLE I. Name

The name of this organization shall be the Faculty Association.

ARTICLE II. Members

The membership shall include all duly appointed members of the faculty of the university with the rank of instructor or higher.

ARTICLE III. Purposes

The purposes of the Association are to promote the professional welfare of the university and the faculty, and to participate in policy determination.

ARTICLE IV. Officers

The officers shall be a Chairman, Vice Chairman, Secretary, and Treasurer.

ARTICLE V. Senate

The Association shall elect a Senate which shall act for them within the limits prescribed in the By-Laws.

ARTICLE VI. Committees

The committees of the Association shall be an Executive Committee, a Social Welfare Committee, a Financial Benefit Committee, a Committee on Administrative Committees, an Election Committee, and such special committees as provided in the By-Laws.

ARTICLE VII. Elections

The election of officers and delegates shall be held annually, with special or referendum elections scheduled as needed.

ARTICLE VIII. Assessments

Assessments shall be based upon the financial needs of the Association as determined by a budget approved early by the Association.

ARTICLE IX. Amendment

The Constitution may be amended by a two-thirds majority of the members present and voting; the amendment must be published and posted at least two weeks prior to the date set for the vote.

BY-LAWS

ARTICLE I. Purposes

1. The major purpose of the Association is to participate, through the action of the Senate, in policy determination for the administration of the University by reviewing, approving, and recommending policies.

   A. Of concern will be major policy matters or privileges affecting the members as a group--directly or indirectly--not with matters affecting an individual only. For example--the promotion policy is of major concern; but its application in an individual case is not.

   B. Policy matters, both existing and proposed, may be studied and acted upon by the Senate; (1) at the request of the university administration; or (2) through self-determination.

   C. Policy determination by the Association or its Senate does not extend to judicial action on individual cases.

   D. A member of the Association may request a delegate to have the Senate study and act on an existing or proposed policy matter.

   E. It is not the purpose of the Association to administer the policies.

2. The promotion of the general professional welfare of the university and the members of the Association shall be carried on as directed by the Executive Committee.

3. The promotion of the social welfare of the members of the Association shall be administered by the Social Welfare Committee under the direction of the Executive Committee.

4. The promotion of the financial welfare of the members of the Association shall be administered by the Financial Benefit Committee under the direction of the Executive Committee.

ARTICLE II. Voting and Candidacy

1. All duly appointed persons on the university faculty assigned the rank of instructor or higher are eligible as members and shall have the right to vote in Association meetings, or in regular mail balloting, and any such voter shall have the right to seek and hold office if he meets the qualifiactions for such office.

2. Eligible members who have completed two and one-half academic years of academic service shall be eligible to hold office as Chairman, or Vice Chairman.

ARTICLE III. Officers

1. The officers of the Association shall be a Chairman; Vice Chairman, Secretary, and Treasurer.

2. The Vice Chairman (chairman elect) shall be elected by the members at large in the annual election.

3. The Secretary and Treasurer shall be elected by the Senate from the Association memberships, not excluding members of the Senate, at the first meeting following the annual election.

4. The term in each office is one year. The Vice Chairman shall become Chairman the second year and shall serve as Past Chairman the third year. The Association's year shall begin May 1 and end April 30.

5. Vacancies and succession in office.

   A. A vacancy in an office shall be declared by the Executive Committee upon the resignation of the incumbent from the office or the faculty; or his departure, on a leave of absence of one year or more; or for other just cause.

   B. A vacancy in the office of the Chairman shall be filled by the Vice Chairman who will thereby succeed himself as Chairman for the next term; if the office of the Chairman is again vacated before another regular election, the Senate shall elect an Acting Chairman to fill the office until the next annual election at which time a Chairman and Vice Chairman shall be elected.

   C. A vacancy in the office of Secretary or Treasurer shall be filled for the remainder of the year by a special election in the Senate.

   D. The Secretary and the Treasurer shall be eligible to succeed themselves in the office to serve a total of three successive years.

   E. All officers and delegates shall remain in office until properly succeeded.

6. Duties

   A. The Chairman shall preside at all meetings of the Association and the Senate; perform the usual duties of that office, and make appointments not otherwise prescribed or denied.

   B. The Vice Chairman shall perform the duties of the Chairman in his absence or in the event of his inability or refusal to act.

   C. The Secretary shall perform the usual duties of such office; he shall prepare and distribute a copy of the minutes of all Association and Senate meetings to the Chancellor of the University and each member; and he shall maintain one complete record of such meetings in his files and one in the Robert L. Pierce Library.

D. The Treasurer shall perform the usual duties of such office; he shall receive and disburse the assessments and perform any other duties assigned to him.

ARTICLE IV. Association Meetings

1. Special meetings may be called by the Chairman or as scheduled by the Association.

2. A regular or special meeting of the Senate may be held in conjunction with an Association meeting.

3. A simple majority of the membership shall constitute a quorum.

4. The Association may vote, on matters brought to its attention, by mail ballot, under regulations of the Election Committee, except when otherwise provided in the Constitution or By-Laws of the Association. Passage of measures shall be by simple majority of the ballots received provided that a majority of the members case a ballot.

5. Robert's Rules of Order (Revised) shall govern the conduct of the meetings.

ARTICLE V. Senate

1. The function of the Senate is to represent and act for the Association in those areas provided in the Association Constitution and By-Laws. The provisions of the Constitution and By-Laws shall govern the Senate except as specifically provided in this Article V.

2. The officers of the Senate shall be the officers of the Association as prescribed in Article III of these By-Laws; namely, Chairman, Vice Chairman, and Secretary, and Treasurer.

   A. The Chairman shall not have a vote in the Senate, except that the Chairman may vote to break a tie.

   B. The Vice Chairman, Secretary, Treasurer, and Past Chairman shall be ex-officio members of the Senate with the right to vote.

   C. Any Senate delegate elected as Secretary or Treasurer shall retain his right to vote.

   D. Any member of the Association elected as Secretary, Treasurer, or Vice Chairman shall have the right to vote.

   E. The Chairman shall be ineligible to hold a seat in the Senate: such a vacancy shall be filled by election at the annual election.

3. Membership

   A. The Senate shall include not fewer than twenty (20) delegates nor more than thirty (30) delegates, exclusive of ex-officio members.

B. Representation

(1) One-half of the delegates shall be elected at large by the eligible members of the Association.

(2) One-half of the delegates shall be elected by and represent each of four major faculty groups. The groups are: (A) the faculty of the School of Home Economics, (B) the faculty of the School of Applied Science and Technology, (C) the faculty of the School of Liberal Studies, and (D) the faculty representing Education, the Student Services area and any not otherwise classified.

(3) The consitutents of each major group shall be established by the Election Committee and approved by the Senate.

(4) Each major faculty group shall have not less than three (3) delegates.

(5) The number of delegates shall be based on the number of full-time faculty; part-time service by two or more eligible members may accumulate as one full-time member with a fraction of one-half or more being counted as one.

C. To be eligible for an election as a delegate of the faculty at large, the candidate must have completed two and one-half years of service on the faculty of the university; to be eligible as a major group delegate the candidate must have completed at least one and one-half academic years of service on the faculty of the university.

D. A major group delegate who is transferred to another major group during his term shall be ineligible to continue as a delegate for the group to which he was elected and his seat shall be declared vacant.

E. A Senate seat shall be declared vacant, provided that the remaining term is over sixty (60) days, but less than three semesters (see G.) when the vacancy is caused by the resignation of the incumbent from the Senate, or from the faculty, or by his departure on a leave of absence for two successive semesters (the summer session shall not be considered as leave time). The Senate shall elect an eligible replacement from the appropriate area. The delegate so elected shall serve until the next annual election. The replacement elected at the annual election shall serve until the expiration of the term to which the original delegate was elected.

F. A Senate seat shall be declared temporarily vacant, provided that the remaining term is at least three full semesters, and provided that the vacancy is caused by the departure of a delegate on a leave of no more than one semester, or one semester and one summer session. The Senate shall elect an eligible replacement from the appropriate area to serve in place of the delegate on leave until the announced expiration date of the leave. Beyond the expiration date of the leave, the Senate seat shall be declared vacant and the procedure in V, 3.E. shall be followed.

4. The term of service as a delegate shall be three (3) years; one-third of the total membership being elected each year.

5. A delegate having served three consecutive years in the Senate is inelgible for election or appointment as a delegate for one year.

6. Senate Meetings

   A. The Senate shall hold at least one meeting each nine weeks period during the academic year.

   B. The first meeting each year must be scheduled on or before the second Monday in May.

   C. Special meetings may be called by the Chairman or as scheduled by the Senate; and a special meeting must be called upon the written request of five members of the Senate.

   D. A regular or special Senate meeting may be held in conjunction with an Association meeting.

   E. Two-thirds of the voting membership shall constitute a quorum.

   F. The order of business shall be:

      (1) Roll call

      (2) Reading of minutes of previous meeting

      (3) Committee reports

      (4) Unfinished business

      (5) New business

      (6) Adjournment

   G. Robert's Rules of Order (revised) shall govern the conduct of the meetings.

   H. All Senate meetings shall be open to the Association members except those special meetings decreed as executive sessions. Members of the Association may participate in discussion only with the consent of the Senate.

ARTICLE VI. Association Committees

1. Executive Committee

   A. The Executive Committee shall consist of the Chairman, Vice Chairman, Secretary, Treasurer, and immediate Past-Chairman, and one Senate delegate representing each of the major faculty groups.

   B. The Executive Committee shall plan the activities of the Association and the Senate, counsel the Chairman in making appointments, and shall act for the Association in emergency situations.

   C. The Executive Committee shall in addition carry out those activities prescribed elsewhere in these By-Laws.

2. Social Welfare Committee

A. The Social Welfare Committee, appointed by the Executive Committee and approved by the Senate, shall plan and administer the social welfare affairs of the Association.

B. The Social Welfare Committee shall prepare and maintain a policy code for its activities which shall be approved by the Senate.

3. Financial Benefit Committee

A. The Financial Benefit Committee, appointed by the Executive Committee and approved by the Senate, shall study retirement programs, insurance plans, and any other programs resulting in financial benefits, and shall keep the Association informed in these benefits.

B. The Financial Benefit Committee shall prepare and maintain a policy code for its activities which shall be approved by the Senate.

4. Election Committee

A. The Election Committee, appointed by the Executive Committee and approved by the Senate, shall conduct the elections.

B. The Election Committee shall prepare and maintain a plan for conducting elections which shall be approved by the Senate.

5. Committee on Administrative Committees

A. The Committee on Administrative Committees shall be appointed by the Executive Committee and approved by the Senate, to participate with the university administration in university committee appointments to be made.

B. The Committee on Administrative Committees shall prepare and maintain a policy code for its activities which shall be approved by the Senate.

6. Committee on Termination of Employment (Dismissal) of Faculty

A. The Committee on Termination of Employment of Faculty shall be composed of five tenured faculty members who, including the chairman of the committee, shall be appointed by the Executive Committee and approved by the Senate. The Committee may include administrative offices of the University and shall include representation from the AWSUF Committee on Academic Freedom, Tenure and Working Conditions.

B. It shall be the duty of the Committee on Termination of Employment of Faculty to conduct a hearing, or hearings, upon the request of the faculty member to the President of the University when allegations, if true, might lead to the dismissal of the faculty member during the current term of his employment, if non-tenured, or at any time, if tenured. The hearings shall be conducted under the terms set forth in the directive from the Board of Regents of State Universities: Rule 1, "Procedure for dismissal of a non-tenured teacher during his term of employment", or Rule 2, "Procedure for dismissal of a teacher having tenure", according to which rule is applicable.

7. The Chairman shall at his discretion or at the request of the Association or the Senate appoint any special committees as the need arises.

ARTICLE VII. Elections

1. All details concerning elections not prescribed in these By-Laws shall be formulated and maintained by the Election Committee and approved by the Senate.

2. The regular annual election shall be held each April.

3. Special and referendum elections may be held when deemed necessary as approved by a majority vote of the Senate.

4. A notice of the annual or any special election must be conspicuously posted for reading by the members at least two weeks prior to the election; except that the Executive Committee may at its discretion reduce this period for a special election.

5. All voting shall be by ballot provided by the Election Committee.

6. Candidates

   A. Candidates for the office of Vice Chairman (Chairman Elect) shall file for election at least three weeks prior to the election and shall be announced on the election notice.

   B. Candidates as delegates to be elected by the members at large shall be announced on the election notice.

   C. Candidates as delegates to be elected by and to represent a major faculty group shall be announced within forty-eight hours after the delegate-at-large election and voted on within the next seven days.

7. A majority of the votes cast shall be required to elect the Vice Chairman (Chairman Elect).

8. A certificate of election of a candidate shall be submitted by the Chairman of the Election Committee to the Secretary within twenty-four hours after the close of the election.

ARTICLE VIII. Assessments

1. The proposed budget shall be based upon the recommendations of the Association Committees.

2. The Executive Committee shall compile the proposed budget for the following year based upon the recommendations of the Association Committees.

3. The proposed budget shall first be approved by the Senate and then submitted to the Association for final approval.

4. The Association shall act upon the proposed budget at the spring meeting; thereby setting the assessments for the following year.

ARTICLE IX. Amendments

1. Amendments to these By-Laws may be made by a majority vote of the members present and voting.

2. An amendment may be proposed in writing by a Senator to the Senate in meeting to be brought to vote at the following Senate meeting. A majority vote of those Senators present and voting favorably on the proposed amendment shall cause the proposed amendment to be presented to the Faculty Association for approval.

3. An amendment may be proposed in writing by a member of the Association to a Senator representing him. The Senator shall then present the proposed amendment to the Senate as stated in IX, 2.

4. An amendment may be proposed in writing by a member of the Association to the Chairman of the Association, when it is accompanied by signatures of sixteen (16) other Association members favorable to the proposed amendment. The Chairman shall then present the proposed amendment to the Association for approval.

5. A proposed amendment must be published and posted at least two weeks prior to the date set for the vote, by the Association, on the proposed amendment.

Approved this first day of December, 1965, at Menomonie, Wisconsin.

APPROVED WITH REVISIONS AND AMENDMENTS THIS FIRST DAY OF NOVEMBER, 1969, AT MENOMONIE, WISCONSIN.

JOHN J. JAX, CHAIRMAN
LEE SMALLEY, VICE CHAIRMAN
CAROL DOBRUNZ, SECRETARY
ORVILLE NELSON, TREASURER
EDWARD LOWRY, PARLIAMENTARIAN
DAVID BARNARD, PAST CHAIRMAN
JOY JOCELYN, EXECUTIVE COMMITTEE
EDWARD MORICAL, EXECUTIVE COMMITTEE
DAVID MCNAUGHTON, EXECUTIVE COMMITTEE
NELVA RUNNALLS, EXECUTIVE COMMITTEE

WISCONSIN EDUCATION ASSOCIATION - LOCAL

The WEA Local is a branch of the Wisconsin Education Association. The executive council consists of these officers: president, vice president, secretary and treasurer. Each year a treasurer is elected by ballot and the other officers progress to the next office; i.e., the treasurer becomes secretary, the secretary becomes vice president, and the vice president becomes president. The executive council selects a delegate to the annual WEA convention.

The purpose of the local W.E.A. is to maintain close rapport with the N.E.A. and the W.E.A. and to work with the teachers at Stout, the student N.E.A. group, and the local public school teachers in service-type activities.

The treasurer of the W.E.A. local accepts dues for the local organization and for N.E.A., W.E.A., and the Northwestern Wisconsin Teacher's Association. Dues usually are collected in October.

MEMBERSHIP IN ACCREDITING ASSOCIATIONS

The undergraduate and graduate programs of University of Wisconsin-Stout are fully accredited by the North Central Association of Colleges and Secondary Schools and the National Council for the Accreditation of Teacher Education.

Women graduates are eligible for membership in the American Association of University Women.

T A U W F

The Association of University of Wisconsin Faculty is a statewide organization with chapters at each of the state universities. It has existed since 1915. The organization functions locally through five committees: (1) Academic Freedom and Tenure, (2) Educational Policies, (3) Salary and Fringe Benefits, (4) Legislation, and (5) Executive. The chairman of each local committee serves as a representative to the similar statewide committees.

The Association seeks to foster policies designated to provide young men and women with the best education possible at public institutions of higher learning at minimum cost, and to work for conditions which will attract and retain competent and gifted teachers for the University of Wisconsin System.

The Association provides a unique means through which faculties have accepted responsibilities implicit in their profession. Association officers and committee chairman participate in meetings with the Governor, committees of the Legislature, the Board of Regents of University of Wisconsin System, the Coordinating Council for Higher Education, and with officials and faculty representatives of other educational institutions.

Relations of TAUWF with the Board of Regents and the university chancellors have been harmonious since its existence. Association officers attend meetings of the Board of Regents and present to the Board the views of the university faculties. This relationship is unusual and desirable in that it provides direct contact between faculty and regents. Minutes of meetings of the Board of Regents are furnished to each member by the Association.

Active in behalf of its programs, the Association seeks coordinated political effort at the local level involving faculty contact with legislators and cooperation of parents, alumni, and other influential groups.

Delegate assemblies consisting of representatives from the nine universities meet at least once each year to determine policy and make recommendations for the state organization. Any local group may send proposals to the delegate assembly for action. If the assembly adopts a proposal, it is presented to the Board of Regents or to other appropriate agencies.

Membership in the organization is voluntary. All faculty members at Stout are eligible for membership.

The treasurer of the local TAUWF accepts dues for the state organization or the Personnel Office will arrange to have the dues withdrawn from your salary over an eight month period. The dues for the state organization are set annually by the Delegate Assembly and are based upon a percentage of the salary earned in ten months. TAUWF dues are tax deductible since it is incorporated as a non-profit organization.

UNIVERSITY MAINTAINED MEMBERSHIPS

ALA Government Documents Round Table

American Association of Collegiate Registrars and Admissions Officers

American Association of Museums

American Association of State Colleges and Universities

American Association of Textile Chemists and Colorists

American Association of University Women

American Bar Association

American Board of Counseling Services

American College Health Association

American College Public Relations Association

American Council on Consumer Interest

American Council on Education

American Federation of Arts

American Forensic Association

American Home Economics Association

American Institute for Design and Drafting

American Institute of Plant Engineers

American Institute of Constructors

American Library Association

American Management Association

American Technical Education Association

Associated Schools of Construction

Association for Childhood Education

Association for Childhood Education International

Association for School College & University Staffing

Association for Intercollegiate Athletics for Women

Association for Supervision & Curriculum Development

Association of Administrators of Home Economics

Association of College & University Housing Officers

Association of College Auxiliary Services

Association of College Unions

Association of Department of English Campus Directories Inc.

Central Association of Colleges & Universities Business Officers

Central State Colleges & Universities

College & University Personnel Association

College Placement Council

Council of Educational Facility Planners

Council on Hotel, Restaurant & Institutional Education

Educational Film Library Association

Graphic Arts Technical Foundation

Great Lakes Association for School, College and University Staffing

Illinois Association of Collegiate Admissions Counselors

Intercollegiate Broadcasting System

Intercollegiate Press

International Association of Counseling Services

International Association of Rehabilitation Facilities

International Union of Official Travel Organizations

LARC Association

Menomonie Country Club

Midwest Association for Intercollegiate Athletics for Women

Midwest Coffee House Circuit Association

Midwest College Placement Association

Minneapolis Institute of Arts

Minnesota Association of College Admissions Counselors

Museum of Modern Art

NACDA

NAIA Sports Information Director's Association

National Art Education Association

National Association of College Admission Counselors

National Association of College & University Food Services

National Association of College Stores

National Association of Educational Buyers

National Association of Industrial Technology

National Association of Inter-Collegiate Athletics

National Association of Metal Finishers

National Association of Student Personnel Administrators

National Commission on Accrediting

National Council of Administrators of Home Economics

National Entertainment Conference

National Intercollegiate Flying Association

National Microfilm Association

National Safety Council

North Central Association of Colleges & Secondary Schools

Society of Automotive Engineers

Society of Manufacturing Engineers

Society of Research Administrators

The American Association of Colleges for Teacher Education

The American Society of Political & Social Science

The American Society for Non-Destructive Testing

The Association for Institutional Research

The John Creaser Library

The National Association of Educational Buyers

United Council

United Film Association

United Residence Hall Association of Wisconsin

University of Wisconsin Bowling Cont.

WACRAO

Walker Art Center

West Central Information Association

Wisconsin Association of Rehabilitation Facilities

Wisconsin Association of Secondary Schools & College Ad. Council

Wisconsin College Health Association

Wisconsin College Placement Association

Wisconsin Collegiate Forensic Association

Wisconsin Family Life Association

Wisconsin Library Association

Wisconsin State Union Athletic Conference

World Future Society

N. SPEAKER POLICY

SPEAKER POLICY GUIDELINES

Univ. of Wis. - Stout believes that a university has the responsibility to provide a forum for the free expression of controversial social and political philosophies. An essential function of a University is to expose members of the academic community to the diverse ideas, attitudes and values to facilitate the development of critical judgment in the pursuit of truth and knowledge.

Univ. of Wis. - Stout re-affirms the right of any registered organization to invite and hear any speaker it chooses. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner which safeguards the principle of free speech as stated in the United States Constitution and as defined by the laws of the United States and the State of Wisconsin and which protects individual safety and the property of the University. These events should be planned and conducted so as to provide orderly presentation and dialogue and to prevent disruption. A reasonable period of time should be allowed for questions and responses from the audience.

The institutional control of campus facilities should not be used as a device of censorship. The scheduling procedures are to be determined by the administrative personnel responsible for scheduling of facilities. Sponsorship of guest speakers does not imply approval or endorsement, either by the sponsoring group or by the University. The sponsoring organization bears primary responsibility for the proper conduct of those events which it sponsors.

The Activities Coordinator shall notify the Chancellor and other appropriate campus offices sufficiently in advance about an event which may require special precautions.

COMMITTEE MEMBERSHIP

1. It shall be composed of four faculty members, four students, two alternate faculty members, two alternate student members.
2. The faculty members shall be appointed by the Chancellor of the University from nominees submitted by the faculty senate.
3. The student members shall be appointed by the Chancellor of the University from nominees by the student senate.
4. The committee shall elect a chairman by majority vote to serve as the presiding officer.

5. The faculty members shall serve two year terms, staggered so that two members are elected each year. No member shall serve more than two consecutive years.

6. The student members shall serve two year terms. No member may succeed himself.

7. When a committee member vacates his seat, the Chancellor of the University shall appoint a replacement to serve during the remainder of the term. Replacements shall follow the same procedure as original appointments.

8. A quorum shall consist of any five voting members of the committee.

O. INFORMATION CONCERNING STUDENTS

ADMISSIONS POLICIES

Undergraduate

The Board of Regents establishes the general policies for admitting students to all universities in the UW System. The Admissions Director examines all applications and determines the status of those who are acceptable or unqualified. Appeals, and applications from those students who have been academically disqualified from Stout or from any other university are referred to the Committee on Admissions and Credits.

Students who rank in the upper three-fourths of their high school class are admitted in good standing. Those who rank in the lower one-fourth, but have a standard composite score of 17 or better on the American College Test are admitted in good standing, (SAT or CQT may be substituted). Lower quarter students whose ACT score is below 17, may be admitted on probation for any semester. They will be encouraged to carry a lighter load than average (12 to 15 credits) and must participate in special programs provided for them.

Adults or veterans may be admitted even though they have not completed high school if scholastic success and appropriateness of the offerings of the University are indicated by tests and interviews conducted at the University. Those who expect to enter as adult specials should arrange with the Director of Admissions for such testing and interviewing well in advance of the term for which entrance is desired.

Transfer students whose grade point average is 'C' or better (2.0 on a 4.0 point basis) are admitted in good standing. Transfer students whose overall grade point average is below 'C' may be admitted on probation if a similar record at Stout would have entitled them to continue.

Graduate

An individual desiring to earn a graduate degree, take work to be transferred to another graduate school, or to extend his education at the graduate level must declare his intention before admission to the Graduate College. This requires an applicant to furnish certain information and complete various forms. In general, to be granted graduate student status the applicant must have a bachelor's degree from an accredited college. Depending on his goal, the status of an applicant is also determined by his cumulative grade point average and the nature of previous course work. Specific admission requirements are detailed in each major degree program in the Graduate Bulletin. General admission procedures and forms include:

Admission form GC 111 -- This form must be completed by all applicants and returned to the Dean of the Graduate College at least 30 days prior to registration.

Transcripts -- All degree program applicants, at the time of application, must submit an official transcript of undergraduate and graduate work, if any, through their registrar to the Dean of the Graduate College.

Guest Matriculant form GC 113 --- All students previously admitted to other graduate schools who wish to take graduate courses at Stout for transfer will be mailed this form upon request at the time of application. It is to be completed by their graduate school registrar at once and will be used in lieu of transcripts of previous work.

Registrar's form GC 114 --- Applicants seeking graduate courses for certification, employer demands or simply to extend their education must request this form from the Graduate College admission office and have it completed by the registrar of their graduate or undergraduate college as evidence that a degree has been awarded.

CLASS ATTENDANCE POLICY - (Revised 9/28/70)

This policy will apply to all students enrolled at Univ. of Wis. - Stout:

1. Regular attendance is the responsibility of each student and it is assumed that all students will attend those classes for which they are registered.

2. The attendance policy of each instructor is to be submitted in writing to each class. It may be discussed with or explained to the students. The instructor is urged not to use attendance as a major or fixed factor in the calculation of the student's grade.

3. The responsibility for assignments, experiments, or other class activities carried on during any absence rests with the student.

4. Excuses or notification for student absences will be issued by the Dean of Students under the following circumstances:

   a. For school sanctioned events such as field trips, athletic contests, and similar events.

   b. For unusual absences students may seek because of lengthy illness or family situation.

CONVOCATIONS AND LYCEUMS

The Assembly-Lyceum series of programs consist of events selected for their educational, cultural, and entertainment value. These programs provide experiences which are an integral part of a college education. The programs are financed through the student fee plan; therefore, there is no admission charge.

ADDING AND DROPPING COURSES

Careful planning should lead to programs for students which are sound individual programs thus the majority of students should not have a need for adding or dropping once classes start. There may be special reasons which do not permit a student to carry through his or her course plan, therefore the following policy serves as Stout's procedures for adding or dropping classes.

QUARTER AND SEMESTER CLASSES

First Two Weeks -- Add or Drop:

Student who wish to adjust their class schedules may add or drop classes before the end of the second week of semester or quarter classes. Faculty members must sign the Program Change Card during the first two weeks. The faculty member will then be able to allow other students to add the course if requested. This Program Change Card must then be submitted to the Registration and Records Office as the change is not official until completed. Failure to attend class or merely giving notice to instructors will not be considered an official drop and will result in the student receiving failing grades.

Drops made during the first two weeks will not appear on a student's transcript.

Third Week to Mid-Term -- Drops Only:

Students are expected to complete courses for which they register. However, if a student deems it necessary to reduce his program after the normal (two week) add/drop period, he should do so as early as possible. The students must complete the Program Change Card and submit it to the Registrar's Office. The student is strongly encouraged to consult with his or her instructor and advisor prior to dropping a course. The Registrar's Office will provide weekly lists of student drops by course and section and will forward them to appropriate faculty. Such reductions in load would be allowed until the mid-point of any term. The Registrar will publish official mid-term drop dates for each term of enrollment.

Drops made during this time period will be shown on a student's transcript with a grade of "W" (withdrawal) recorded.

After Mid-Term -- Drops Only

Courses may not be dropped after the mid-point of the term, except for extended serious illness or serious personal emergency (those reasons to be documented by the student and evaluated by the instructor), in which cases, the faculty member may grant a grade of "W". A tudent who drops a course after the official drop period (mid-term) for any other reason will be awared a grade of "F" by the instructor. Consideration may be given to assigning a grade of "incomplete" when appropriate. (See incomplete grade policy)

Drops during this period, unless they are the result of illness or extenuating circumstances, will appear on the transcript with a grade of "F".

REGULAR SEMESTER CLASSES OTHER THAN FULL TERM SEMESTER AND QUARTER CLASSES

The following schedule will be followed for adds or drops of courses which meet for less than a quarter. Guidelines of procedures mentioned above are applicable.

Short Term Classes	Add/Drop Period Drop Not on Record	Drop Period With "W" Grade	Drop Period With "F" Grade
1-week	Days 1-2	Day 3	Days 4-5
2-week	Days 1-2	Days 3-5	Days 6-10
3-week	Days 1-2	Days 3-7	Days 8-15
4-week	Days 1-2	Days 3-10	Days 11-20
5-week	Days 1-3	Days 4-12	Days 13-25
6-week	Days 1-3	Days 4-15	Days 16-30
7-week	Days 1-5	Days 6-17	Days 18-35
8-week	Days 1-5	Days 6-20	Days 21-40

FIELD TRIP POLICIES AND PROCEDURES - 7/1/74

General Policies

1. Faculty Responsibility:

   A. Faculty members planning a field trip are to annoucne to a class early in a semester when and where a field trip is planned during the semester along with approximate cost to the student for the trip(s) so that students may make necessary plans (financial, excuses from other classes, etc.).

   B. Excuses from classes to attend required field trips will be honored by all faculty.

   C. Faculty members desiring a trip are responsible for planning that trip. Assistance may be obtained from the Administrative Services Division Office for reserving transportation, and for estimating the cost of the transportation.

   D. Whenever arrangements for transportation for a field trip are made by the university, the university has a vested liability interest. Accordingly, drivers of either university vehicles or private vehicles must be "approved university drivers" as outlined on page II-F-7, "Qualifications to Drive."

   E. When an individual (faculty or student) drives his/her privately owned vehicle, the minimum liability limits of insurance on the vehicle required by Wisconsin state law are $15,000/$30,000/$5,000. If the individual is also to take passengers, these liability limits should be $100,000/$300,000/$10,000.

   F. The cost per student is to be established by the faculty member in consultation with the department chairperson (administrator) based on the total estimated cost, the number of students involved, and allowing for a 70 percent attendance factor.

G. The faculty member may elect one of two alternate methods of collecting field trip fees from students, each of which is described in detail later.

(1) Fee to be collected by the Business Office.
(2) Fee to be collected by the faculty member.

2. Student Responsibility

A. Students are expected to notify their respective instructors in advance of classes which they will miss due to a field trip, and will assume responsibility for making up work missed due to such absence.

B. Since the cost per student for any given field trip depends on the number taking the trip, students who indicate they will go on a trip are responsible for paying their share for that trip. The fee paid is non-refundable should the student not go on the trip.

3. School/Department Responsibility

A. Fees for field trips must be incorporated into a non-GPR (self-sustaining) account established at the school or department level for that purpose. Such accounts are to be established before any deposits can be collected, and should be established by the beginning of the school year. It is not necessary to have separate accounts for each trip. Departments and schools are responsible for such accounts. Bills are to be paid from same account in which collections are received.

B. Review of field trip accounts which have deficit balances may require budget or expenditure adjustments from departmental or school budgets.

C. The Business Office will not collect fees for field trips which cost less than $15.00 and with a cost per person of less than $1.00, because the cost of making the collection is too great compared with the amount collected. In such cases, the faculty member may collect the fees directly, following the procedure given for that method, OR the cost may be charged to the departmental budget with approval of the department chairman, using appropriate account procedures.

Process When Fees are to be Collected by Business Office

1. Faculty Responsibility and Action

A. Establish cost of trip and cost per student per I-A-3,4.

B. Complete Form FT-1 (blanks available from Cashier or Chief Accountant). Items on the form are needed to identify students going on the trip, the account number to which collections will be assigned and from which bills are to be paid, and other pertinent information.

C. Submit completed Form FT-1 to Cashier's window in Administration Building. This must be done at least TWO WEEKS PRIOR TO THE DATE OF THE FIELD TRIP. If this requirement cannot be met, faculty members may choose to collect fees using process described in item "Process When Fees are Collected by Faculty Member."

Announce to students where and how much they are to pay for the trip.

Notify all parties concerned, including Business Office, if trip must be re-scheduled or cancelled. Arrangements must be made with the Business Office if refunds are to be made for a cancelled trip.

Check that each student going on trip has a receipt showing payment of the appropriate fee for that trip. Students who have not paid should not be allowed to go on the trip. Audits may be made at the loading point by the Business Office to check this item.

2. Cashier/Business Office Responsibility

Receive Form FT-1 from instructor, and check that all necessary information is included.

Receive fee payments from students on the list. Indicate "Pd" by name of each student as payment is made, and issue receipt showing payment.

Audits will be made at loading point to insure students who have not paid are not allowed to participate in field trip.

If trip is cancelled, make refunds at Cashier's window upon proper notification from faculty member.

After field trip is complete, send copy of field trip report (FT-1) to faculty member arranging trip.

3. Student's Responsibility

Make payment at Cashier's window. Must give date of trip, instructor, and destination for proper identification of trip.

Obtain receipts for payment, and show it to faculty member to indicate that payment has been made.

II. Trip Fees are Collected by Faculty Member

1. Faculty Responsibility

A. Establish cost of trip and cost per student per I-A-3,4.

B. Obtain receiptbook to be used in the collection process from the Chief Accountant (Business Office). Books will be released for a specified period, and is to be returned by the end of that period.

C. Issue receipt to each student when fee is paid for the trip, PRIOR TO THE TRIP. No student should be allowed on the trip who has not paid for it.

D. When money has been collected, return receipt book and turn in money at Cashier's window, Business Office. The account code must be given to which the collections are to be assigned, and from which bills will be paid.

BEST COPY AVAILABLE

Form FT-1

FIELD TRIP ACCOUNT

DEPOSIT RECEIPTS TO ACCOUNT

_____

(Must be school field trip account)

NAME OF FACULTY MEMBER_____

OFFICE LOCATION_____

EXTENSION_____

DESTINATION_____

DATE OF FIELD TRIP_____

COST PER STUDENT $_____

ESTIMATED COST OF TRIP $_____

SOCIAL SECURITY NUMBER	STUDENT NAME	BUSINESS OFFICE USE ONLY

Report must be typed or legibly written -- all information provided. Send to Cashier's Office, Administration Building. Report must be received by Cashier at least 2 weeks prior to date of field trip.

INDEPENDENT STUDIES

A flexible academic program called Independent Studies is offered by most departments to help develop more of our students into self-directed learners. This program provides more scope and depth in the curriculum by encouraging students to: Investigate areas of interest not currently included in any approved course at Stout; study areas and develop projects which cut across course boundaries; and delve more deeply into specific parts of an existing offering.

The Independent Studies program is open to all students after they have completed one semester on-campus. For each semester hour of credit, a student is expected to expend at least 54 clock hours of study. Approval for enrolling in an Independent Study course is necessary by the student completing a special application form. On this form the student states the learning objectives of their proposed study, the proposed methods by which he or she hopes to obtain the objectives, the method of evaluation they are proposing, and the type of grading system they desire. The study is then approved by the Chairman of the Department most closely related to the study objectives. A faculty member is then selected jointly by the student and the Department Chairman to act as a study advisor during the study and as an evaluator at its completion. All necessary forms and procedures are coordinated from the Field Experience-Independent Studies office.

FINANCIAL AIDS

Financial aids are awarded to students who, without such aid, would be unable to attend the University of Wisconsin-Stout. Financial aids are awarded by the University Financial Aids Office and are based upon the applicant's financial need and academic potential.

To help the university judge student need and award aid fairly, parents are asked to fill out a confidential statement of their income, assets, and liabilities. On the basis of this financial statement, the financial aids officer can determine the gap between what parents and students can afford to contribute and what actual educational expenses will be. Students are to commit substantially all of their resources toward educational expenses before requesting assistance.

Because of the need to help many students, the university often "packages" financial aids offering a combination of grants, loans, and employment. The make-up of aid packages depends upon factors such as state and federal regulations, availability of funds, the number of students seeking aid, and the academic record of the student.

Students must be at least half-time (8 credits or more) and be eligible for financial aid programs unless noted otherwise.

APPLICATION PROCEDURES

Applicants may obtain application forms from their high school counselor or the Director of Financial Aids. Incoming freshmen complete the Parents' Confidential Statement of the College Scholarship Service and the Financial Aid portion of the application for Admission. All other applicants complete the Parents' Confidential Statement and the Continuing Student Application for Financial Aids.

New transfer students will also have to complete a University of Wisconsin Transfer Student Financial Aids.

The following guidelines govern the awarding of financial aids:

1. A student makes application for financial assistance at the same time he/or she applies for admission. No action will be taken on his/or her financial aid application until he/or she completed the requirements for, and has been officially accepted for admission.

2. Financial assistance is generally awarded for the academic year. Each applicant is considered for all types of financial aid available.

3. Recipients of financial assistance (scholarships, loans, grants, and work-study) are required to make a new application each year financial aid is desired.

4. February 15 is the priority date for financial aid. However applications are processed and evaluated after February 15, on a first come, first served basis, depending upon the availability of funds.

5. Freshmen and new students are notified whether or not they are eligible for financial aid around May 1. Upperclass students are notified between May 1 and August 1.

SCHOLARSHIPS AND GRANTS - Need not be repaid. Refund policies may apply if students withdraws.

Basic Educational Opportunity Grant (Federal)

Value: $1400 minus family contribution. This depends whether or not Washington fully funds the program.
Eligibility: Any student who did not attend an institution of higher education prior to April 1, 1973.
Duration: One year. Students reapply annually. Applications available at high school, post office, or financial aids office.

Wisconsin Higher Education Grant (Formerly, Leadership and Need Grant)

Value: Up to 67% of student's assessed need. Minimum $100, Maximum $1500.
Eligibility: Undergraduate Wisconsin residents who have substantial need.
Duration: One year. Students may reapply annually, but freshmen and sophomore receive highest priority.

Supplemental Educational Opportunity Grants (Federal)

Value: $200 to $1,000 per year not to exceed 50% of student's assessed need. Must be matched by other awards.
Eligibility: Undergraduate U.S. citizens or residents of Trust Territories who are defined under federal regulations as exceptionally needy students.
Duration: One year. Must apply annually.

Wisconsin Native American Student Assistance Grants

Contact: Local Office of Community Action Program,
Bureau of Indian Affairs, or the
Inter-Tribal Council

Value: Up to $1,500 per academic year based on financial need.
Eligibility: Wisconsin residents who are American Indians.
Duration: Renewable for up to five years to students in good standing at the institutions attended.

Bureau of Indian Affairs Indian Grant

Contact: Bureau of Indian Affairs

Value: Unspecified amount per academic year based on financial need.
Eligibility: U.S. citizens who are American Indians.
Duration: Renewable for up to five years to students in good standing at the institutions attended.

Non-Resident Tuition Waiver

Value: Remits all or part of Non-Resident portion of student tuition for a limited number of students.
Eligibility: Full-time undergraduate out-of-state students who show financial need. Scholastic ability is considered. Graduate students apply to Graduate Office.
Duration: One year. Students may reapply annually.

Foreign Student Scholarship

Value: Remits all or part of non-resident portion of student tuition for a limited number of students.
Eligibility: Full-time foreign students who show financial need.
Duration: One year. Students may reapply annually.

Minnesota-Wisconsin Reciprocity Agreement

Contact: Minnesota Higher Education Coordinating Commission
Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Value: Remits all of non-resident portion of student tuition.
Eligibility: Undergraduate and graduate Minnesota residents wishing to attend the University of Wisconsin-Stout
Duration: One Year. Students must re-apply annually. MHECC will contact students.

State Veterans Educational Grants

Contact: County Veteran's Service Officer
Value: reimbursement, upon satisfactory completion of courses, of cost of fees and textbooks for part-time study, including summer sessions. Application must be made prior to completion of any course.
Eligibility: Veterans who qualify as Wisconsin residents and enroll at an accredited institution located in the state for part-time or correspondence study. Benefits extend to unremarried widows and children of qualified deceased veterans.
Duration: No set limit.

Vietnam Era Veteran Education Grant

Contact: Financial Aids Office
Value: $200 per academic year, if single, and $400 per academic year if married.
Eligibility: Wisconsin veterans who served in the military since August 5, 1964 and are enrolled full-time as an undergraduate during the academic year.
Duration: Four years.

National Direct Student Loans

Value: Up to $1,250 per year for undergraduates: up to $5,000 to graduate students. Interest-free while student is enrolled on at least a half-time basis. 3% interest computed annually beginning 9 months after student graduates or leaves school. Repayment period up to 10 years. Up to 100% of loan can be cancelled for teachers of handicapped and teachers employed in schools in low income areas.
Eligibility: Financially needy students who are U.S. citizens or residents of Trust Territories.
Duration: For one year only. Students may reapply annually.

Wisconsin State Loans

Value: up to $2,500 per fiscal year (July 1 thru June 30.) Interest-free until 9 months after graduation or termination of university attendance; thereafter, 7% interest computed annually. Repayment period up to 10 years.
Eligibility: Residents of Wisconsin who have a satisfactory academic record and show financial need.
Duration: For one year only. Students may reapply annually.

Guaranteed Loan Program (available from private lending institutions)

Contact: Local Bank, Lending Institution, or Financial Aids Office.

Value and Eligibility: Up to $2000 per fiscal year (July 1 thru June 30). Interest free until after graduation or student leaves school. Thereafter, 7% interest during repayment period of up to 10 years.
(1) If adjusted family income is less than $15,000 no needs analysis required to be eligible for interest benefits. However, if student requests to borrow over $2,000 but less than $2500, needs analysis is required to be eligible for interest benefits.
(2) If adjusted family income is over $15,000, needs analysis is required to be eligible for interest benefits. If the student is not requesting interest benefits, no needs analysis is required.
Duration: One year only. Must reapply annually.

State Veterans Loan

Contact: County Veteran's Service Officer

Value: Up to $3,000 repayable at 3% per annum.
Eligibility: Veterans who are Wisconsin residents and show financial need. Benefits extend to unremarried widows and children of qualified deceased veterans.
Duration: Non-renewable.

OTHER AID PROGRAMS

College Work-Study Program

Value: Compensation on hourly wage basis determined by the university.
Eligibility: U.S. citizens or residents of Trust Territories; in good standing with their institution who show exceptional financial need. Allows for up to 40 hours of employment per week.

Student-Community Part-time Employment
(Register at the Financial Aids Office)

The wage varies according to the employer. This is available to all students who apply. Local businesses or citizens desiring part-time student assistance contact the Financial Aids Office who in turn contacts students seeking employment.

University Student Employment

Value: Compensation on hourly basis determined by department employing student.

Eligibility: Must be enrolled at Stout.
Duration: Determined by department employing student as to how long they may work.

Social Security

Contact: U.S. Social Security Administration

Value: Varied amounts up to $160 per month.
Eligibility: Students up to age 22 whose parents are receiving Social Security.
Duration: For the time a student is enrolled full-time at Stout.

Federal-State Funds for Vocational Rehabilitation

Contact: Nearest State Office of Vocational Rehabilitation

A student is eligible for the term of undergraduate study terminating with granting of baccalaureate degree.

Graduate Assistants

Contact: Graduate Office

Up to $2,600 per academic year; non-resident may also have non-resident tuition waived. This is available to graduate students only for one year.

Other Sources That May Have Scholarships Available in the Community

1. County Organizations
2. Family Employers
3. National Scholarship Awards
4. Local Service Organizations (Rotary, Lions, Business and Professional Women's Club, Etc.)
5. Local Teachers Organizations
6. Industrial Corporations

Inquiries should be made directly to the organization. Contact your high school counselor or library for other sources of scholarships.

FINANCIAL AIDS FOR GRADUATE STUDENTS

Several kinds of financial aids are available to graduate students who fully meet all entrance requirements. Some types of aid are designed to provide professional experience as well. Requests for information should be directed to:

Dean of The Graduate College
University of Wisconsin-Stout
Menomonie, Wisconsin 54751

National Defense and Wisconsin State Student Loans are available for both undergraduate and graduate students.

Graduate Assistantships (half-time)

1. Duties: Twenty hours of professional service per week in areas related to the student's major. Student may not accept any other employment during this period.
2. Stipend: $2,888 per academic year.
3. Maximum Credit Load: Eleven semester hours per semester. Normally an extra summer session is required to complete the degree.
4. Deadline for Application: March 15

Graduate Assistantships (quarter-time)

1. Duties: Ten hours of professional service per week in areas related to the student's major.
2. Stipend: $1,444 per academic year,
3. Maximum Credit Load: Fourteen semester hours per semester.
4. Deadline for Application: March 15

Graduate Scholarships (Open only to Wisconsin residents)

1. Duties: None; devote full time to graduate work.

2. Award: Remission of incidental fees (approximately $340 per academic year). This award may go to persons who hold assistantships as well.

3. Maximum Credit Load: Full program.

4. Deadline for Application: March 15

Teaching Assistant

1. Duties: Teach a laboratory subject, approximately ten contact hours per week.

2. Stipend: $2,888 per academic year.

3. Maximum Credit Load: Eleven semester hours per semester. Normally an extra summer session is required to complete the degree.

4. Special Qualifications: Indicate your major subject area and experience in teaching.

National Direct Student Loans

See page II-O-11

Wisconsin State Loans

See page II-O-11

Academic Policies

1. A student is ineligible to continue at a university if his grade point average for the first semester of the freshmen year falls below .7, or, in any subsequent semester, below 1.0.

2. A student will be removed from probation at the end of any semester in which he attains the required cumulative grade point average.

3. A transfer student will be required to meet the retention standards prescribed below. The credits transferred from other colleges and universities attended will be used to determine the student's classification.

4. Credits transferred from accredited institutions in which a grade of "C" or better was earned may count toward graduation, but such grades and credits will not be used in the computation of the cumulative grade point average.

5. A student who desires to improve his record may attend summer sessions. A re-evaluation of the student's scholastic status may be made at the conclusion of the summer session.

6. The following policies apply to students entering on probation

   a. Freshmen: Probation is removed if a grade point average of 1.6 or more is attained prior to the beginning of the second semester in attendance. Thereafter, probation/retention status is determined on the same basis as for freshmen not entering on probation. A freshman student who enters on probation and continues on probation is ineligible to continue beyond a second semester if his cumulative grade point average prior to the beginning of the third semester is below 1.8.

   b. Transfer Students: A transfer student admitted on probation must, in his first semester of attendance, attain a grade point average which is equal to or exceeds that prescribed or he is ineligible to continue. Probationary status is removed if his cumulative grade point average is equal to or exceeds the required standards. Credits earned at other colleges or universities, and accepted by the univerbity being transferred to, will be used to determine his classification as freshman, sophomore, etc.

7. A student who has been declared academically ineligible to continue at a university may request a hearing from a faculty committee assigned such responsibility of appeal.

Retention Standards

1. To remain in "good academic standing", the student's cumulative grade point average must be 2.0 or above.

2. A STUDENT IS PLACED ON ACADEMIC PROBATION IF HIS ACADEMIC RECORD DOES NOT MEET THE STANDARD SET BY THE UNIVERSITY. NOTICE OF PROBATIONARY STATUS INDICATES THAT IMPROVEMENT IS NECESSARY IN ORDER FOR THE STUDENT TO ATTAIN THE MINIMUM CUMULATIVE GRADE POINT AVERAGE OF 2.0 REQUIRED OF SECOND SEMESTER SOPHOMORES (44-59 CREDITS) AND ALL UPPER DIVISION STUDENTS.

3. TO ASSIST THE STUDENT IN HIS ORIENTATION TO UNIVERSITY LEVEL WORK, THE MINIMUM ACCEPTABLE STANDARDS FOR RETENTION ARE DEFINED AS FOLLOWS:

   A. A FIRST SEMESTER FRESHMAN WILL BE PLACED ON PROBATION IF HE ACHIEVES A GRADE POINT AVERAGE LESS THAN 1.6 AT THE END OF THE SEMESTER; HE MAY BE SUSPENDED IF HIS GRADE POINT AVERAGE IS LESS THAN .75 AT THE END OF THE SEMESTER.

   B. A SECOND SEMESTER FRESHMAN WILL BE PLACED ON ACADEMIC PROBATION IF HIS CUMULATIVE GRADE POINT AVERAGE AT THE END OF THE SECOND SEMESTER IS LESS THAN 1.8; HE MAY BE SUSPENDED IF HIS GRADE POINT AVERAGE IS LESS THAN 1.0 FOR THE SEMESTER.

   C. A FIRST SEMESTER SOPHOMORE WILL BE PLACED ON ACADEMIC PROBATION IF HIS CUMULATIVE GRADE POINT AVERAGE AT THE END OF THE SEMESTER IS LESS THAN 1.8; HE MAY BE SUSPENDED IF HIS GRADE POINT AVERAGE IS LESS THAN 1.0 FOR THE SEMESTER.

   D. A SECOND SEMESTER SOPHOMORE (44-59 CREDITS), OR AN UPPER DIVISION STUDENT, WILL BE PLACED ON ACADEMIC PROBATION AND MAY BE SUSPENDED AT THE END OF ANY SEMESTER IN WHICH HIS CUMULATIVE GRADE POINT AVERAGE IS LESS THAN 2.0; HE MAY ALSO BE SUSPENDED AT THE END OF ANY SEMESTER IN WHICH HIS GRADE POINT AVERAGE IS LESS THAN 1.0.

4. STUDENTS ON PROBATION WILL NOT BE ALLOWED MORE THAN TWO CONSECUTIVE SEMESTERS TO REGAIN ACCEPTABLE ACADEMIC STANDING.

5. IF DURING THE PROBATIONARY PERIOD THE STUDENT DOES NOT MEET THE MINIMUM ACCEPTABLE STANDARDS DEFINED IN "3" ABOVE, HE WILL BE SUSPENDED.

DEFINITIONS

1. ACADEMIC PROBATION: THIS TERM IS USED TO INDICATE THAT THE MINIMUM GRADE POINT STANDARDS SET BY THE UNIVERSITY FOR PROBATION/RETENTION HAVE NOT BEEN MET. THE STUDENT IS OFFICIALLY NOTIFIED OF BEING PLACED ON THIS STATUS THAT IMPROVEMENT IS NECESSARY IN ORDER FOR HIM TO BE CONTINUED IN ATTENDANCE.

2. SUSPENSION: WHEN THE GIVEN PERIOD OF ACADEMIC PROBATION HAS BEEN ALLOWED AND/OR SATISFACTORY PROGRESS HAS NOT BEEN MADE IN MEETING THE REQUIRED ACADEMIC STANDARDS OF THE UNIVERSITY, A STUDENT MAY NOT BE CONTINUED IN ATTENDANCE. A STUDENT THUS DECLARED ACADEMICALLY INELIGIBLE TO CONTINUE MAY NOT BE READMITTED:

   A. BEFORE THE LAPSE OF AT LEAST ONE SEMESTER (ONE QUARTER) UNLESS IT CAN BE SATISFACTORILY DEMONSTRATED THAT HIS ACADEMIC SUSPENSION WAS DUE TO FACTORS BEYOND HIS CONTROL AND THAT THE CAUSE(S) HAS (HAVE) BEEN REMOVED.

8. SIMILARLY, A STUDENT WHO HAS BEEN SUSPENDED, READMITTED, AND AGAIN FAILS TO EARN THE REQUIRED GRADE POINT AVERAGE, WILL NOT BE ELIGIBLE FOR READMISSION UNTIL A PERIOD OF TWO YEARS HAS ELAPSED UNLESS IT CAN BE SATISFACTORILY DEMONSTRATED THAT HIS ACADEMIC SUSPENSION WAS DUE TO FACTORS BEYOND HIS CONTROL AND THAT THE CAUSE(S) HAS (HAVE) BEEN REMOVED.

3. THE PROBATION AND SUSPENSION STATEMENTS IN THE PRECEDING PARAGRAPHS APPLY TO ALL CAMPUSES OF THE STATE UNIVERSITY SYSTEM. THUS A STUDENT SUSPENDED FOR ACADEMIC REASONS ON ONE STATE UNIVERSITY CAMPUS MAY NOT ENROLL AT ANOTHER STATE UNIVERSITY CAMPUS UNTIL HE WOULD BE ELIGIBLE FOR READMISSION AT THE UNIVERSITY WHICH SUSPENDED HIM.

4. A "SEMESTER" IS DEFINED AS AN ACADEMIC YEAR TERM IN WHICH A STUDENT IS OFFICIALLY ENROLLED FOR SEVEN OR MORE SEMESTER CREDITS. FOR STUDENTS CARRYING LESS THAN SEVEN CREDITS, TWO SUCH TERMS SHALL BE CONSIDERED EQUIVALENT TO ONE SEMESTER (QUARTER). A SUMMER SESSION IS NOT REGARDED AS A "SEMESTER".

5. Definition of classification by semester credits earned:

Classification	Credits
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	Over 90

Graduate

Method of Calculating Grade Point Average. Same as for undergraduate, see page III-K-14.

Academic Policies. A student entering the Graduate College with the stated intention of pursuing a given graduate degree at University of Wisconsin-Stout works with an adviser to develop a program leading to the degree. Upon completion of at least 9 semester hours of graduate credit in residence at University of Wisconsin-Stout, the student must apply for degree candidacy. The student, in consultation with the major adviser, should schedule the courses required for this block of credits during the first semester in attendance. Any student admitted to a degree program with credits from another institution should consult with the major adviser as to when he is eligible to apply for degree candidacy.

A qualifying examination, generally prior to or as part of degree candidacy, may be required of selected or of all graduate students. The examination is usually given near the end of the first term of the regular year or the second summer session in attendance. In either case, the nature and time of the examination are announced in advance. To be considered for candidacy, the following minimum requirements must be met; individual majors may have others.

1. Complete a block of courses specified for the major.

2. Hold a cumulative grade point average of at least 3.0 (B) in all UW-Stout graduate courses completed to date.

3. Satisfactorily complete all required Graduate College examinations. Candidacy is requested by the student, recommended by the major adviser and the director of the major and approved by the Dean of the Graduate College. A student may not enter upon his final six credits of work without being admitted to candidacy.

General Requirements for Graduation. The general graduation requirements for the master of science degree are as follows. More specific requirements for the major desired are given in the description of that program in Part II. The Board of Regents requires students to pay all bills such as tuition, fees, room and board, fines and the like before grades and transcripts are released.

1. The pattern of work outlined for the degree must be completed. All programs require at least 30 semester hours of credit and at least 15 of those credits must be earned in residence on the UW-Stout campus.

2. At least 15 semester hours in the master's degree program must be earned in courses open only to graduate students (500 series). The balance of the work may be selected from approved upper level undergraduate courses.

3. Requirements for the master's degree must be completed within a seven-year period. Courses completed prior to this time will not be counted toward graduation. This applies to transferred credit also. Requests for extension will be given consideration by the Graduate Council but will be granted only in unusual circumstances.

4. To earn a master's degree requires that the student spend at least two sessions or one semester on campus as a full-time student (minimum of 6 credits per summer or 12 credits per semester).

5. It is required that the candidate for the master's degree earn at least a "B" (3.0) average in all course work involved in his degree program.

Graduate Student Status. Full status is granted to applicants seeking a degree if they have at least a 2.75 grade point average (based on a four point system) and the undergraduate pattern of work required in the graduate major. Full status is also granted to applicants who had at least a 2.90 grade point average in the last two years of undergraduate work. Full status may be changed to probationary status if a student fails to maintain a 3.0 grade point average in his first term.

Probationary status is granted to applicants seeking a degree if they have an undergraduate grade point average less than 2.75 but not less than 2.25. A probationary student may be dropped if he fails to earn a 3.0 average in his first term.

Provisional status is granted to applicants seeking a degree if they meet the grade point requirement for graduate work but fail to have the required pattern of work demanded by the graduate major. A provisional student may be required to make up undergraduate deficiencies and/or take additional graduate course work to earn a degree.

Special student status is granted to applicants who are not seeking a degree. Included in this group are graduate students from another college who are attending the University of Wisconsin-Stout Graduate College for the purpose of transferring course work credits (guest matriculants), and students who desire only to upgrade their education and not obtain a degree.

Split programming grants special student status to undergraduates

who require less than a full load to complete bachelors degree work and who desire to take graduate work. Such students must have 2.75 grade point averages and statements from their undergraduate major advisers that they will complete their bachelors degree work in that term. The total credit load of undergraduate and graduate course work is limited to 15 semester hours.

Transfer Credits. The Graduate College will accept for transfer to a degree program up to 9 semester credits of approved graduate work taken from any accredited graduate school.

Those students currently enrolled in a graduate degree program at Stout who desire to take work for transfer should obtain the approval of the major adviser and the Dean before enrolling for such work. Generally, official credit transfer is made upon completion of one-half of the degree requirements. All credit to be transferred must have been taken no more than five years previous to admission to the degree program at Stout. No credit toward a graduate degree will be allowed for correspondence work.

REGISTRATION

Detailed directions for registration are made available to each faculty member prior to each registration date.

POLICY FOR AUDITING COURSES

1. Students interested in auditing courses must receive prior approval from the instructor of the class.

2. Full time registered students are not required to pay for auditing a class. This is included in their full time fee.

3. Less than full time students are required to pay one-half the credit fee for the course audited.

4. It is the responsibility of the student to inform the instructor and the Registrar's Office he or she is auditing the class.

5. The instructor is to indicate audit on the grade roster instead of assigning a grade.

6. Those individuals 62 years old and over may audit a class free of charge if space is available in the class. Permission of the instructor is required. Course related fees (i.e. lab, materials) charged to all students, which tuition doesn't cover, must be paid by the person 62 years or older who is auditing a course.

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REPORTS ON STUDENT ACCIDENTS

Medical Treatment Procedures

In the event of a "campus accident" in a mobile unit, building or on grounds which are under administrative control of Univ. of Wis. - Stout for the Board of Regents of State Universities, supervising staff and/or students should select an appropriate action from among the following alternatives.

1. Report to the University nurse and/or doctor who will administer first aid at the Student Health Office, Monday through Friday, 8:00 a.m. to 4:00 p.m. Telephone--235-5541, Ext. 336. Accident of a serious nature will be referred to the Red Cedar Clinic or Memorial Hospital.

2. Report to the Red Cedar Clinic or Memorial Hospital for any accident which occurs on Saturday or Sunday, or after 4:00 p.m. to 8:00 a.m. Monday through Friday.

Telephones: Red Cedar Clinic -- 235-9671

Memorial Hospital -- 235-5531

Dunn County Ambulance Service -- 235-5531

Univ. of Wis. - Stout Security Service -- 7:30 a.m. - 4:00 p.m., Ext. 468 (If no answer call Police Department, 235-3456)

After 4:00 p.m. call Police Department -- 235-3456

Accident Reporting Procedures

Univ. of Wis. - Stout has established within the Personnel Office the classified position of Campus Safety Coordinator. The Coordinator has the responsibility to work with university staff and/or students in the initiation, supervision, and coordination of all accident prevention activities related to the safety and security of the University community. The Coordinator's position also serves as the permanent secretary of the Campus Safety Committee. Effective February 1, 1970, the Coordinator will develop and maintain in the Personnel Office centralized but separate accident reporting systems for staff and students. The systems will be composed of reports required by Workmen's Compensation regulations, (refer to Workmen's Compensation II-B-19) and reports received from individuals not covered by these regulations.

REPORTS ON STUDENT ACCIDENTS

Medical Treatment Procedures

In the event of a "campus accident" in a mobile unit, building or on grounds which are under administrative control of Univ. of Wis. - Stout for the Board of Regents of State Universities, supervising staff and/or students should select an appropriate action from among the following alternatives.

1. Report to the University nurse and/or doctor who will administer first aid at the Student Health Office, Monday through Friday, 8:00 a.m. to 4:00 p.m. Telephone--235-5541, Ext. 336. Accident of a serious nature will be referred to the Red Cedar Clinic or Memorial Hospital.

2. Report to the Red Cedar Clinic or Memorial Hospital for any accident which occurs on Saturday or Sunday, or after 4:00 p.m. to 8:00 a.m. Monday through Friday.

Telephones: Red Cedar Clinic -- 235-9671

Memorial Hospital -- 235-5531

Dunn County Ambulance Service -- 235-5531

Univ. of Wis. - Stout Security Service -- 7:30 a.m. - 4:00 p.m., Ext. 468 (If no answer call Police Department, 235-3456)

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Review of the following terms will clarify the procedure for reporting student-visitor campus accidents.

Student - An individual who is currently enrolled in a credit or non-credit course at University of Wisconsin-Stout.

Student Assistant - Student employees who perform assigned duties at Univ. of Wis. - Stout and who are protected by Workmen's Compensation regulations.

Staff - Faculty and classified employees who are employed full or part-time by the State of Wisconsin and protected by Workmen's Compensation regulations.

Visitor - A person who is not a student, student assistant, faculty, or classified employee.

Campus Limits - Includes all mobile units or equipment, buildings, and grounds which are under administrative control of Univ. of Wisconsin-Stout for the Board of Regents of State Universities.

Campus Accident - Results in a personal injury which requires medical attention, i.e., first aid from staff, nurse or doctor, and occurs within the Campus Limits or at University supervised events.

Campus Accident Report - A "Standard Accidental Injury Report" (National Safety Council) which is to be obtained and completed by the injured person(s) in the office of the Campus Safety Coordinator within 72 hours of the incident. (Note: Injuries to individuals protected by Workmen's Compensation will file accident reports required by the regulations.)

Campus Accident Narrative - A staff member's descriptive report of a campus accident which occurs within their respective area of jurisdiction. The narrative should include: Name of injured person(s), time and date of incident, location, type and extent of injury, and relevant factors or circumstances which surrounded the accident. The narrative should include specific recommendations that would be helpful in preventing similar incidents in the future. Copies of the narrative should be forwarded to the respective administrative officer, i.e., supervisor, dean, or assistant chancellor, and the Campus Safety Coordinator within 12 hours of an incident.

STUDENT GOVERNMENT

Univ. of Wis.-Stout offers a wide range of student activities. The University encourages all students to participate in campus organizations, for these contribute to better citizenship and a more satisfying personal, family and social life.

All students are members of the Stout Student Association. Within this organization there is a strong student government, which consists of three branches: (1) University Student Senate; (2) University Activities Assembly; and (3) The Judicial Division.

The University Activities Assembly coordinates all student activities.

STUDENT HANDBOOK

The Student Handbook is published under the direction of the Dean of Students. The Handbook is an official publication containing University regulations, data on student organizations, and general information. Faculty members should acquaint themselves with the Handbook.

STUDENTS' PROGRAMS

Students are allowed to carry as many credits as they desire. Average full-time student loads should range from 15-18 credits. Students planning to take more than a normal credit load should consider this very carefully. Although many have done as well or better with heavy credit loads, some individuals have suffered in their academic achievement due to the study load. Freshmen who have not experienced a few semesters of good success must be particularly cautious when taking more than an average load.

University courses are organized on the assumption that for a semester hour of credit earned the student will devote three hours per week for a period of 18 weeks, or a total of 54 clock hours. This includes the time spent in class and the time spent in preparation. For example, if a two semester hour credit course meets two single periods per week for 18 weeks, the student would be expected to spend two hours in preparation for each class meeting, thus making a total of six hours per week for two credit hours. If a two semester hour credit course meets two double periods per week, the student is expected to spend one hour in preparation for each class in order to total six hours per week. A two credit laboratory course in which no outside preparation is expected might meet for three two-hour or for two three-hour periods per week.

If the work is taken in a nine-week period instead of an 18 week semester, the amount of time spent per week both in class and in preparation would be doubled; and if the work is taken in a six week period, the time spent would be tripled.

STUDENT TEACHING

Purpose and Requirements

The purpose of student teaching is to give those preparing to be teachers practical experience with the duties and problems they will encounter. Prospective teachers are given closely supervised experience in teaching so they may have opportunities to put into practice the theories and skills learned in University classes. In addition, they observe the whole school in operation and gain some knowledge of routine practices in a secondary school as well as an understanding of the responsibilities of teachers in community life.

Prior to enrollment, each person must submit a completed application form for entrance into the student teaching program. In order to be accepted, the candidate must have approval from the University departments of health, English, and speech, and an over-all grade point average of 2.25. Triplicate copies are completed and filed in the offices of the Asst.Chancellor for Student Services, Dean of the School of Education, and head of the department concerned.

The Junior Year Experience*

For majors in teacher education, student teaching during the junior year is provided as a part of a course titled Introduction to Teaching. This is essentially a methods course in which actual teaching is observed and practiced in the Menomonie Jr.-Sr. High School. Students are assigned to specific laboratories for these professional experiences by those University staff members responsible for teaching the respective courses. The actual supervision of these students is carried on by the Menomonie Secondary School staff with the University staff serving as coordinators. In addition, individual video tape recorded lessons are observed and evaluated.

The Senior Professional Semester*

In the senior year student teaching is provided as one-half of a professional semester block. During the first quarter of the semester, the students are enrolled in courses dealing with the philosophy of their special subject, objectives, content selection and arrangement, evaluation of student achievement, laboratory management and guidance. In the second quarter of the semester they are assigned to an off-campus center where they work in a live-teaching situation under the supervision of both the

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*Variations occur in the teacher education programs in American Industry, Art Education and Pre-School Education.

HIGH SCHOOL COOPERATING TEACHER AND THE UNIVERSITY SUPERVISOR FOR A PERIOD OF EIGHT WEEKS. ONE WEEK OF THE SECOND QUARTER IS SPENT IN ORIENTATION TO THE ASSIGNMENT AND IN A FOLLOW-UP SEMINAR AT THE CONCLUSION. STUDENTS ARE GRANTED SEVEN TO NINE SEMESTER HOURS CREDIT FOR THE FIRST QUARTER'S WORK DEPENDING ON THE NUMBER OF COURSES TAKEN AND EIGHT SEMESTER HOURS CREDIT FOR THE OFF-CAMPUS TEACHING ASSIGNMENT.

UNIVERSITY COUNSELING CENTER

Statement of Purpose

THE UNIVERSITY COUNSELING CENTER IS ONE FACET OF THE OVERALL STUDENT PERSONNEL PROGRAM TO HELP EACH STUDENT DERIVE THE MAXIMUM BENEFIT FROM HIS UNIVERSITY CAREER, AND DEVELOP TO THE FULL LIMIT OF HIS OR HER POTENTIAL.

Services

COUNSELING, GUIDANCE, AND TESTING ARE AVAILABLE ON A FULL TIME BASIS TO ASSIST STUDENTS WITH PROBLEMS CLASSIFIED INTO THE FOLLOWING THREE GENERAL AREAS: VOCATIONAL, EDUCATIONAL, AND PERSONAL-SOCIAL. A WIDE ARRAY OF EVALUATIVE INSTRUMENTS AND GUIDANCE MATERIALS ARE MAINTAINED TO ASSIST IN THIS PROCESS.

IT IS IMPORTANT TO NOTE THAT STUDENTS NEED NOT BE EXPERIENCING EXTENSIVE OR PROLONGED DIFFICULTIES IN ORDER TO BE ELIGIBLE TO RECEIVE ASSISTANCE. THE PROBLEM MAY BE TRANSIENT AND REQUIRE ONLY BRIEF COUNSELING OR GUIDANCE. THERE MAY BE NO PARTICULAR PROBLEM, BUT ONLY A DESIRE FOR SPECIFIC INFORMATION WHICH CAN BEST BE OBTAINED AT THE COUNSELING CENTER.

THE STAFF OF THE COUNSELING CENTER ALSO STANDS READY TO ASSIST FACULTY AND RESIDENT ASSISTANTS TO MEET STUDENT NEEDS IN ANY WAY POSSIBLE. FACULTY AND RESIDENT ASSISTANTS ARE WELCOME TO CALL OR VISIT STAFF MEMBERS IN RELATION TO ANY PROBLEM INVOLVING STUDENTS.

Personnel and Resources

THE STAFF OF THE COUNSELING CENTER CONSISTS OF PSYCHOLOGISTS SPECIALIZED IN RENDERING EDUCATIONAL, VOCATIONAL, AND PERSONAL COUNSELING AND IN DIAGNOSTIC EVALUATION OF STUDENT PROBLEMS.

THE COUNSELING CENTER HAS THE FOLLOWING SOURCES AVAILABLE FOR ASSISTANCE OR REFERRAL OF STUDENTS.

1. THE UNIVERSITY HEALTH SERVICE
2. NORTHWEST PSYCHIATRIC CLINIC--EAU CLAIRE
3. EAU CLAIRE COUNTY GUIDANCE CLINIC--EAU CLAIRE
4. TRI-COUNTY MENTAL HEALTH CLINIC--BALDWIN

A LIST OF MENTAL HEALTH CLINICS IN WISCONSIN IS ALSO MAINTAINED FOR USE IN REFERRING STUDENTS, IN SPECIAL SITUATIONS, TO CLINICS NEARER THEIR HOMES.

REFERRAL TO THE UNIVERSITY COUNSELING CENTER

SUCCESS IN HELPING STUDENTS DEPENDS UPON THE PRESENCE OF TWO ESSENTIAL ELEMENTS. THERE MUST BE A RECOGNITION BY THE STUDENT THAT HE HAS A PROBLEM AND THERE MUST BE A DESIRE TO SEEK ASSISTANCE. ENCOURAGEMENT BY FACULTY MEMBERS OR RESIDENT ASSISTANTS TO USE THE COUNSELING SERVICES OFTEN GIVES THE STUDENT THE INCENTIVE HE NEEDS TO ACCEPT ASSISTANCE.

WHOM TO REFER. STUDENTS THOUGHT OR KNOWN TO HAVE A VOCATIONAL, EDUCATIONAL, OR PERSONAL-SOCIAL PROBLEM MAY BENEFIT BY REFERRAL TO THE COUNSELING CENTER. EXAMPLES OF SIGNS SIGNIFYING PROBLEMS IN THESE AREAS ARE AS FOLLOWS:

1. VOCATIONAL PROBLEMS: CONSTANT CHANGE OF VOCATIONAL GOALS; EXTENSIVE SEEKING OF VOCATIONAL INFORMATION IN DIFFERENT AREAS WITHOUT APPARENT INTEREST IN ANY AREA; EXTENSIVE COMPLAINTS ABOUT COURSES IN MAJOR OR MINOR AREAS; APPARENT LACK OF INTEREST OR MOTIVATION IN SUBJECT MATTER OF CHOSEN FIELD OF STUDY; DIFFICULTY IN MAJOR AREA OF STUDY WITH HIGHER GRADES IN ANOTHER AREA OF STUDY.

2. EDUCATIONAL PROBLEMS: FUNCTIONING BELOW STUDENT'S POTENTIAL; GRADES FALLING BELOW PREVIOUS LEVEL; CONSTANT FLUCTUATION IN GRADE LEVEL; POOR STUDY-HABITS AS POOR ABILITY TO TAKE CLASSROOM NOTES, TO TAKE TEXTBOOK NOTES, TO TAKE EXAMS, TO ORGANIZE MATERIAL.

3. PERSONAL-SOCIAL PROBLEMS: POOR MOTIVATION; INABILITY TO PAY ATTENTION TO CLASS LECTURES; LACK OF PERSONAL FRIENDS, INABILITY TO RELATE ADEQUATELY TO PEERS OR ADULTS; EXTREME SHYNESS; FEARFULNESS OR SELF-CONSCIOUSNESS; QUARRELSOME BEHAVIOR; CONSTANT VOICING OF PROBLEMS TO OTHERS; CONSTANT SEEKING OF APPROVAL FROM OTHERS; CONSTANT SELF-ABASEMENT; EXTENSIVE DAYDREAMING.

HOW TO REFER. TO REFER STUDENTS TO THE COUNSELING CENTER USE THE FOLLOWING PROCEDURE:

1. COUNSELING THE STUDENT: IT IS DESIRABLE THAT FACULTY MEMBERS OR RESIDENT ASSISTANTS, WHO INTEND TO REFER A STUDENT, FIRST COUNSEL THE STUDENT CONCERNING REFERRAL. THE PURPOSE FOR THIS COUNSEL IS TO HELP THE STUDENT SEE HOW THE COUNSELING CENTER CAN ASSIST IN THE SOLUTION OF HIS OR HER PARTICULAR PROBLEM. SOME STUDENTS ARE RESISTANT TO SEEKING PROFESSIONAL COUNSELING BECAUSE THEY EQUATE THIS HELP WITH BEING SERIOUSLY DISTURBED. THESE STUDENTS SHOULD BE ASSURED THAT THE COUNSELING CENTER'S PURPOSE IS TO SERVE THE ENTIRE STUDENT BODY WITH ANY PROBLEM OR QUESTION RELATING TO VOCATIONAL, EDUCATIONAL OR PERSONAL-SOCIAL MATTERS.

   ANY FACULTY MEMBER OR RESIDENT ASSISTANT WHO DESIRES ADVICE ON HOW TO APPROACH A PARTICULAR STUDENT ABOUT REFERRAL MAY FIRST

call the Counseling Center. It is often desirable to come with hesitant students in order to help them make their first appointment.

2. Appointments: Students referred to the Counseling Center should report to the receptionist-secretary. They will be requested to fill out a short "intake" form and will be given as early an appointment as possible.

3. Emergency: Any case which is felt to be an emergency will be seen the same day as referred--as quickly as possible. In such cases, please call the Counseling Center (232-1211), and inform the secretary that you are calling in relation to an emergency. She will then connect you with a staff member.

4. Follow-up: Not all students follow through in coming to the Counseling Center. If you feel that the problem is grave enough to warrant a follow-up on students who do not report, please indicate this as you make referral. The student will then be contacted. In such cases, reference may be made to the referral.

Confidentiality

Counseling is more successful if the counselee feels that information revealed will be held in confidence. Toward this end the Counseling Center follows the ethical standards for counseling of the American Personnel and Guidance Association and the American Psychological Association.

The counseling relationship and information obtained shall be kept in confidence. Records of counseling shall be maintained so as to protect the identity of the student.

Information will be released to persons with legitimate interests only with the student's consent. A possible exception to this rule would be in the event of a threat to the health and welfare of the student or those around him.

Feed-Back

The Counseling Center recognizes that faculty members and resident assistants referring students are interested in the welfare and adjustments of these students. The staff of the Counseling Center pledges itself to work closely with faculty members and resident assistants. Those referring students will be informed as to whether or not they reported for counseling. Information revealed by students must, of course, be treated in a manner of confidentiality as prescribed by professional ethics.

Referral to Faculty Members

To assist some students in obtaining knowledge of occupations and preparation needed for a career, referral to faculty members for information can be most beneficial. The cooperation of faculty and staff members is most appreciated. Students will be asked to see faculty members during office hours.

PROCEDURE FOR WITHDRAWAL FROM UW-STOUT

To withdraw from the university without following accepted procedures may jeopardize a student's future opportunities. Stout has established the following withdrawal procedures in order to protect the student from future inconvenience, to insure adequate consideration of the intention to withdraw, and to convenience university functionaries who are concerned with withdrawals.

1. Report to the Student Services Office for an exit interview and to turn in Student I.D.

2. Report to Registrar's Office to have registration verified for refund calculations.

3. Obtain clearance from the Head Resident (on-campus students), or Housing Office (off-campus students).

4. Return textbooks, library books, and other items which may have been issued to the student.

5. Visit the Financial Aids Office and/or Counseling Center if previous contacts have been established there.

6. Visit the Business Office for their clearance.

7. Return S.S. Form 25 containing the signatures of the functionaries concerned and your class schedule to the Registrar's Office after all signatures have been obtained.

LABORATORY FEE REFUNDS - 7/1/74

Laboratory fees are 100% refundable if a course which carries such a fee is dropped: (1) prior to, or during, the first two weeks of each semester -- for semester courses; (2) prior to, or during, the first week of a second or fourth quarter course; (3) prior to, or during, the first week of an eight (8) week summer session course. Laboratory fees are 100% refundable for a student who withdraws from Stout during the first four weeks of classes.

FIELD EXPERIENCE

Students are encouraged to obtain part of their college education off the Menomonie Campus by means of the Field Experience Program. This program allows a student to receive educational benefit and credit for off-campus experiences related to his or her academic major. This experience is then coordinated with classroom studies by means of group seminars, written reports, supervisor's evaluation, and field visitation.

Coordinated Field Experience courses are available to students in practically all majors offered at Stout. Lists of potential employers along with other guidance aids to finding and securing educationally beneficial off-campus experiences are available. Most students use the summer to obtain their Field Experience but this is not the only time this program is available.

Two credits are given for the learning achieved while the student is working each eight week period or approximately 320 hours on a part time basis. A student may repeat this experience for credit in most majors. However, each subsequent experience must be in a different environment or be in a different or more responsible position. Some students choose to take several different types of field experience with the same organization as part of a continuing cooperative education program while others take their field experiences with different organizations and in different localities each year.

To enroll in the program, a student must complete an application form. The field position and the proposed learning objectives of the student are then approved by the chairman of the Department related the closest to the student's stated learning objectives. The Department Chairman approving a student's application also assigns a faculty member in their department the task of acting as an advisor to the student during the one credit off-campus experience phase of the program and in evaluating and counseling the student during the one credit coordination phase when they return to campus. All necessary forms and procedures are coordinated from the Field Experience-Independent Studies office.

INTERIM PROCEDURE FOR REVIEW AND RELEASE OF STUDENT RECORDS-- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT)
Effective November 20, 1974

A. <u>If a student requests to review any information the university maintains regarding him or her:</u>

1. The student must make a written request to the custodian of the records to review "official records, files and data directly related to the student."

2. The custodian shall review the request and determine whether the information in question is within the scope of the act. If the custodian is unable to make such a determination, he or she may refer the matter to an appropriate committee or University Legal Counsel.

3. If the custodian believes that the requested records are clearly covered by the act, he or she shall provide a place and time for the student to review the records within 45 days of the student's request.

B. <u>If a student requests a modification or deletion of information in his or her records:</u>

1. The student must give the custodian a detailed statement of the alleged "inaccurate, misleading, or otherwise inappropriate" information and a written request that it be deleted or modified accordingly.

2. The custodian shall review the request and determine whether to delete or alter the information as requested.

3. If the custodian denies the request, he or she shall notify the student of his or her right to a hearing before a person or group on the matter.

4. At the hearing the student may informally present his or her position and the person or group shall inform the student of its decision.

C. If the university releases "personally identifiable" student records:

1. The custodian may release such information without the student's consent if it is:

a. furnished in compliance with a judicial order pursuant to a subpeona, if the student is so notified in advance of compliance;

b. released to authorized representatives of government agencies in connection with an audit or evaluation of federally supported education programs;

c. released to other school educational officials, including teachers or local educational agencies who have a legitimate educational interest; or

d. released in connection with a student's application for, or receipt of, financial aid.

2. If the custodian releases any personally identifiable student records or files without the student's written consent to officials of other schools or school systems in which the student intends to enroll, the custodian shall:

a. notify the student of the transfer,

b. send the student a copy of the record (if desired), and

c. give the student an opportunity for a hearing to challenge the contents of the records (similar to the procedure in section "B").

3. The custodian may release any other student records (including those maintained by placement offices) only if the custodian:

a. secures the student's written consent, specifying the records to be released, the reasons for the release, and identifying the recipient of the records; and

b. furnishes copies of the materials to be released to the students, or

c. Job placement offices may continue to provide student information to prospective employers under signed student authorizations. It is recommended that the student be advised of the name of the prospective employer to whom the information is being sent pursuant to the student's general authorization.

4. In all cases where the university releases student records protected by the act, the custodian shall:

   a. keep permanently in the student's record a written form signed by the person or agency seeking the information, indicating a legitimate educational or other need for the information. (This form must be available for inspection only by the student and custodian.)

   b. release information only on the condition that the third party recipient will not permit access to others without the student's written consent.

D. The custodian should take immediate steps to maintain the confidentiality of any documents given to him in confidence concerning any student pending further clarification of this area from HEW. In the interim, all confidential materials should be removed from the files being reviewed.

PROCEDURES FOR TESTING OUT OF COURSES
(Effective Sem. I, 1975-76)

A. GENERAL POLICIES

1. A student seeking credit at UW-Stout by test-out procedure must be a legitimately enrolled (registered) student at Stout before initiating and attempting to test-out for credit.

2. Students seeking credits for courses may test-out of and receive credit in only those courses which are approved courses of the university. Credits awarded for trade experience by means of a trade examination will be determined by the examining committee on an individual basis.

3. Students seeking credits for courses will receive the credit normally awarded for the course upon successful completion of the test-out process. This credit will appear on the transcript without grade, and the transcript will show that the credits were earned by test-out.

4. The process and method of determining and recording credits earned through a trade examination (for trade epxerience) are outlined in the university catalog.

B. PREROGATIVES OF DEPARTMENTS/SCHOOLS AND OF PROGRAM DIRECTORS

1. The acceptability of any credits awarded to any individual by a test-out process in a given program is the decision and prerogative of the program director of that program.

2. The decision to permit a student to test-out of a course housed in a department will reside with that department.

3. The department will designate who will administer and who will evaluate the examination in any given instance of test-out of courses housed in the department.

4. The department will designate who will determine the method used in testing the student out of a course housed in the department, selecting one or a combination of any of the following methods:

   a. Written examination
   b. Oral examination
   c. Performance evaluation (practical exam)
   d. Examination of completed work and/or records presented and defended by the student

5. The department will approve all credits awarded to individuals through the test-out of courses housed in the department. The approval will be indicated by signature on the approval forms.

C. FEES

1. Test-out of Courses:

   The following fees will be charged to the student for the test-out process, before the student will be allowed to perform the test in any department.

   a. A $5 charge for each course in which the student intends to test-out, to be credited to the Registrar's Office to cover the cost of handling the necessary record keeping.

   b. A $5 charge per credit attempted to be credited to the department in which the course is housed to cover the cost of the administration of the test.

2. Credits by Trade Examination:

   Fees for trade examinations cannot be pre-set in terms of credits attempted. Instead, the following is recommended:

   a. An application fee of $25 will be charged before arrangements will be made for the examinations. Of this, $5 will be credited to the Registrar's Office for necessary record keeping. The remaining $20 will be credited to the school involved for the work of arranging the examination. Further distribution of this last amount will be at the school dean's discretion.

   b. A charge of $5 per credit awarded beyond four (4) credits to be made after completion of the examination, such credits to be determined by the examination committee. The monies thus charged will be credited to the school involved and distributed at the dean's discretion.

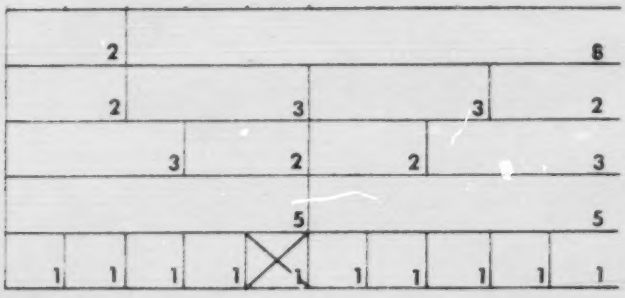
P. SUMMER SESSION

The University of Wisconsin-Stout regular summer session is ten weeks in length. It opens approximately two weeks after the close of the regular session. Registration is on each Monday of the student's first class. The great number of classes are on an eight-week basis; several of them, however, are scheduled for shorter periods of time. A student may earn ten semester credits in a summer by completing the pre-session and regular session.

The faculty for the summer sessions is made up of regular session and visiting faculty. The summer session enrollment is usually about 40% of the regular session. In the summer session, the number of graduate students increases harply as compared with the regular session, and the number of undergraduate students decreases. Not all of the regular session undergraduate courses are offered in the summer session but practically all graduate courses are scheduled. Summer session students are teachers and executives returning from the field or upper-classmen from the regular session continuing their work. A number of freshmen attempting to establish eligibility to enter the University in the fall are in attendance as well as some beginning their educational careers immediately from high school. Because of the irregular enrollment distributions, not all of the regular session faculty members are included in the summer session faculty.

The summer session enrollment usually represents over 30 states, the District of Columbia, several provinces of Canada, and some foreign countries.

Mod Summer Schedule*



Stout offers a summer schedule that allows maximum flexibility, enabling students to begin and end their summer program during the weeks they desire. The above chart indicates when one, two, three and five week sessions begin and end.

Q. STOUT UNIVERSITY ALUMNI ASSOCIATION AND FOUNDATION

STOUT ALUMNI ASSOCIATION

There has been an active Stout Alumni Association since 1934 and the organization has grown rapidly in the past two decades. Its purpose is to advance the interests, influence, and efficiency of UW-Stout and to strengthen the connection between the members and their alma mater. Alumni are located in every state of the Union and in many foreign countries. Successful alumni groups are organized in many of the larger cities and these groups meet regularly for social and educational activities.

The Director of Development and Alumni Services serves as Executive Secretary of the organization. Alumni are encouraged to support the alumni scholarship fund in the Stout University Foundation which provides scholarships for deserving students. Through the quarterly Stout Alumnus and other special mailings, such as the Chancellor's Report, the Foundation Report, and the Summer Bulletin, plus special reunion meetings at Menomonie and in various cities, active members are kept up-to-date on campus changes, progress and growth of the university.

A Faculty Alumni Relations Committee is appointed each year by the Chancellor of the university. This committee serves in an advisory capacity to the alumni secretary and is particularly active during the time of alumni functions on campus. Faculty members who are not Stout alumni are invited and encouraged to participate in all Stout alumni functions.

Stout alumni are noted for their loyalty and are one of Stout's best sources for recruiting students.

STOUT UNIVERSITY FOUNDATION, INC.

The Stout University Foundation, Inc. is a tax-exempt, non-profit corporation organized by alumni and friends of UW-Stout in 1962. It is administered by a Board of Directors of concerned individuals, largely of the university. The Director of Development and Alumni Services is the Executive Director of the organization.

The basic purpose of the Foundation is to secure contributions in the form of cash, securities, gifts in kind, real property or bequests to meet certain needs of the university for which tax funds are not ordinarily available.

All gifts in-kind received by the university should be reported to the Foundation Office so they can be recorded and reported to the Board of Regents and Internal Revenue Service.

SUPPORTING PURPOSES ARE TO:

1. Provide the medium through which efforts of supporters of the University may be channelled constructively into special projects and situations under the leadership of a private organization governed by its own Board of Directors.

2. Provide the medium through which larger gifts (gifts in kind, securities, and monies) may be sought from selected sources of support.

3. Consult with the Administration concerning long-range needs and plans which may be supported by private sources.

4. Assist in interpreting the University's plans, needs, and problems to the community, state, and nation.

5. Enlist leadership for general support of the University and for assistance in supporting approved projects.

6. Encourage alumni and friends of the University--by appealing to their sense of loyalty and dedication--to contribute to the Foundation and by so doing assist Stout in its Program of Excellence.

Faculty members are expected to seek the counsel of the Executive Director of the Foundation before approaching any individual, organization, foundation, or business firm for the purpose of obtaining financial support for a university program.

R. ACADEMIC STAFF RULES: COVERAGE AND DELEGATION

See attached pamphlet.

Chapter UWS 9

ACADEMIC STAFF RULES: COVERAGE AND DELEGATION

UWS 9.01 Coverage
UWS 9.02 Delegation

UWS 9.01 Coverage. The rules of chapters UWS 10 to UWS 14, and the policies and procedures developed by particular institutions or central administration thereunder, apply to all academic staff appointments within each institution or within the central administration. In chapters UWS 9 through 14, where appropriate, "president" may be substituted for "chancellor" and "central administration" for "institution."

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 9.02 Delegation. Each chancellor shall provide for the establishment of a committee to advise the administration on policies and procedures for academic staff adopted by the institution pursuant to chapters UWS 9-14. At least a majority of the members of this committee shall be members of the academic staff elected by members of the academic staff. Members of the committee shall select the chairperson thereof. Institutions which now have persons with faculty rank holding positions which will become academic staff positions under the definitions of faculty and academic staff provided in chapter 36, Wis. Stats., may designate such persons as academic staff for purposes of eligibility to participate in the election of members of the committee chosen in this way, and eligibility for election to the committee. Wherever each institution is charged in chapters UWS 10-14 with adopting policies and/or procedures, the chancellor shall develop these policies and procedures in consultation with the committee and, as appropriate, members of the faculty and student body. Policies and procedures developed by each institution for administering the elements of the academic staff personnel policies addressed by these rules shall be in full force and effect when finally approved by the chancellor and forwarded to the board. The board may undertake a review of any or all portions of such policies and procedures but shall complete such review within 90 days of the receipt of the policies and procedures. Should the board within 90 days return to the institution any portion or portions of its policies and procedures as disapproved, that portion or portions shall be suspended until reconsideration and resubmission has taken place.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

Chapter UWS 10

ACADEMIC STAFF APPOINTMENTS

UWS 10.01 Types of appointments
UWS 10.02 Recruitment and letter of appointment
UWS 10.03 Appointments policies
UWS 10.04 Nonrenewal of probationary academic staff appointments
UWS 10.05 Notice

UWS 10.01 Types of appointments. Academic staff appointments may be fixed term, probationary, or indefinite. Several probationary academic staff appointments may precede the granting of an indefinite appointment. Each institution shall develop guidelines concerning the categories of academic staff positions that may be appropriately designated as fixed term, probationary, or indefinite appointments. Appointments may be made in the central administration, an institution, college, department (or its functional equivalent), or a specified research or program unit. An appointment shall be limited to an operational area specified at the time of the appointment and shall not carry rights beyond that limitation.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 10.02 Recruitment and letter of appointment. (1) Each institution shall develop procedures relating to recruitment of members of the academic staff. The procedures shall be consistent with board policy and state and federal laws with respect to nondiscriminatory and affirmative action recruitment. The procedures shall allow maximum flexibility at the department, school, and college levels to meet particular needs.

(2) The terms and conditions of the appointment shall be specified in a written letter of appointment. The appointment letter shall be signed by an authorized official of the institution and should contain details as to the terms and conditions of the appointment, including but not limited to type of appointment (fixed term, probationary or indefinite), duration of the appointment (starting date, ending date), salary, general position responsibilities, definition of operational area, the length of the probationary period (if appropriate) and recognition of prior service as part of the probationary period (if appropriate). Accompanying this letter shall be an attachment detailing institutional and system regulations, rules, and procedures relating to academic staff appointments. If the appointment is subject to the approval of the board, a statement to this effect must be included in the letter. An amended letter of appointment should be sent in situations where a significant change in position responsibility occurs.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 10.03 Appointments policies. (1) FIXED TERM APPOINTMENTS. Each institution of the system may employ academic staff members on fixed term appointments. Such appointments shall be for a fixed term to be specified in the letter of appointment, are renewable solely at the option of the employing institution, and carry no expectation of reemployment beyond their stated term, regardless of how many times renewed. The initial fixed term appointment may include a specified period of time during which the appointee may be dismissed

at the discretion of the authorized official. Such a dismissal is not subject to the provisions of UWS 11. Unless otherwise specified, fixed term appointments shall be for a period of one year. Each institution shall develop policies and procedures for the use of such appointments. The policies and procedures of each institution shall specifically treat the issue of job security including appropriate due process protections in the case of nonreappointment for those fixed term academic staff members who have served the institution for a substantial period of time. Such policies and procedures shall be formulated so as to meet the continuing needs of the institution while at the same time recognizing the employment commitment and contribution to the institution provided by such fixed term academic staff members.

(2) INDEFINITE AND PROBATIONARY ACADEMIC STAFF APPOINTMENTS. Indifinite appointments and probationary academic staff appointments shall be authorized by the chancellor or his/her designee.

(a) *Probationary academic staff appointments.* Each institution of the system may appoint selected members of the academic staff to probationary academic staff appointments leading to review and a decision on an indefinite appointment. Each institution shall adopt procedures to govern such appointments. These procedures shall provide for appropriate counting of prior service, for a maximum probationary period not to exceed 7 years for a full-time position, for annual appraisal of performance, and for an affirmative review process prior to the end of the probationary period resulting in promotion to an indefinite appointment or termination of the appointment. A longer maximum probationary period may be provided for part-time appointees. Unless otherwise specified, probationary appointments shall be for a period of one year. A leave of absence shall not constitute a break in continuous service, nor shall it be included in the probationary period. An indefinite appointment is not acquired solely because of years of service.

(b) *Indefinite appointment.* An indefinite appointment is an appointment with permanent status and for an unlimited term, granted by the chancellor to a member of the academic staff. Such an appointment is terminable only for cause under UWS 11 or for reasons of budget or program under UWS 12. Such an appointment may be granted to a member of the academic staff who holds or will hold a half-time appointment or more. The proportion of time provided for in the initial indefinite appointment may not be diminished or increased without the mutual consent of the academic staff member and the institution unless the appointment is terminated or diminished under UWS 11 or UWS 12. Each institution shall adopt procedures to govern indefinite appointments including provisions for annual appraisal of performance.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 10.04 Nonrenewal of probationary academic staff appointments. (1) Each institution shall establish procedures for dealing with instances where probationary academic staff are not renewed. Nonrenewal is not a dismissal under UWS 11. A nonrenewed member of the academic staff shall be provided with an opportunity to request and to receive, in writing, the reasons for nonrenewal and to receive a review of the decision upon written appeal by the academic staff member concerned within 20 days of notice of

nonrenewal (25 days if notice is by first class mail and publication). The hearing body may be either an appropriate committee or a hearing examiner as designated in the institutional procedures. Such review shall be held not later than 20 days after the request, except that this time limit may be extended by mutual consent of the parties or by order of the hearing body. The burden of persuasion in such a review shall be on the nonrenewed appointee and the scope of the review shall be limited to the question of whether the decision was based in any significant degree upon one or more of the following factors, with material prejudice to the individual:

(a) Conduct, expressions, or beliefs which are constitutionally protected, or actions which are consistent with an appropriate professional code of ethics;

(b) Employment practices proscribed by applicable state or federal law; or

(c) Improper consideration of qualifications for reappointment or renewal. For purposes of this section, "improper consideration" shall be deemed to have been given to the qualifications of a staff member in question if material prejudice resulted because of any of the following:

1. The procedures required by the chancellor or board were not followed; or

2. Available data bearing materially on the quality of performance were not considered; or

3. Unfounded, arbitrary, or irrelevant assumptions of fact were made about work or conduct.

(2) Findings as to the validity of the appeal shall be reported to the official making the nonrenewal decision and to the appropriate dean or director and the chancellor.

(3) Such report may include remedies which may, without limitation because of enumeration, take the form of a reconsideration by the decision maker, a reconsideration by the decision maker under instructions from the hearing body, or a recommendation to the next higher administrative level. Cases shall be remanded for reconsideration by the decision maker in all instances unless the hearing body specifically finds that such a remand would serve no useful purpose. The hearing body shall retain jurisdiction during the pendency of any reconsideration.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 10.05 Notice. (1) NOTICE PERIODS. Written notice that a fixed term or probationary academic staff appointment will not be renewed shall be given to the appointee in advance of the expiration of the appointment as follows:

(a) Fixed term appointments: At least 3 months before the end of the appointment in the first 2 years and 6 months thereafter. When the letter of offer for a fixed term appointment states that renewal is not intended, no further notice of nonrenewal is required.

(b) Probationary appointments: At least 3 months before the end of the appointment in the first year; 6 months before the end of the appointment in the second year; and 12 months thereafter.

(2) Extension in the absence of proper notification. If proper notice of nonrenewal is not given in accordance with subsection (1) above, the appointment shall be extended so that at least the required notice is provided.

(3) The policies and procedures of each institution may provide for longer notice periods for teaching members of the academic staff. Unless specifically enumerated in the institutional policies and procedures, the above provisions shall govern.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

Chapter UWS 11

DISMISSAL OF ACADEMIC STAFF FOR CAUSE

UWS 11.01 Dismissal for cause-indefinite academic staff appointments
UWS 11.02 Responsibility for charges
UWS 11.03 Hearing body
UWS 11.04 Hearing
UWS 11.05 Adequate due process
UWS 11.06 Procedural guarantees
UWS 11.07 Recommendations: To the chancellor
UWS 11.08 Suspension from duties
UWS 11.09 Date of dismissal
UWS 11.10 Board review
UWS 11.11 Dismissal for cause-fixed term or probationary academic staff appointments
UWS 11.12 Dismissal for cause-teaching members of the academic staff

UWS 11.01 Dismissal for cause-indefinite academic staff appointments. (1) A member of the academic staff holding an indefinite appointment may be dismissed only for just cause under sections UWS 11.02 through 11.10 of this chapter or for reasons of budget or program under UWS 12.

(2) The board's policy is that members of the academic staff are entitled to enjoy and exercise all rights of United States citizens and to perform their duties in accordance with appropriate professional codes of ethics. This policy shall be observed in determining whether or not just cause for dismissal exists. The burden of proof of the existence of just cause for a dismissal is on the administration.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 11.02 Responsibility for charges. (1) Whenever the chancellor of an institution receives an allegation which concerns an academic staff member holding an indefinite appointment which appears to be substantial and which, if true, might lead to dismissal under section UWS 11.01, the chancellor shall request within a reasonable time that the appropriate dean or director investigate the allegation, offer to discuss it informally with the individual, and provide information of rights to which members of the academic staff are entitled under this chapter. If such an investigation and discussion does not result in a resolution of the allegation and if the allegation is deemed sufficiently serious to warrant dismissal, the dean or director shall prepare a written statement of specific charges. A member of the academic staff may be dismissed only after receipt of such a statement of specific charges and, if a hearing is requested by the academic staff member, after a hearing held in accordance with the provisions of this chapter and the subsequently adopted procedures of the institution. If the staff member does not request a hearing, dismissal action shall proceed along normal administrative lines but the provisions of sections UWS 11.02, 11.08, and 11.09 of this chapter shall apply. In those cases where the immediate supervisor of the academic staff member concerned is a dean or director, the chancellor shall, to avoid potential prejudice, designate an appropriate administrative officer to act for the dean or director under this section.

(2) Any formal statement of specific charges shall be served personally or by certified mail, return receipt requested. If such service cannot be made within 20 days, service shall be accomplished by first class mail and by publication as if the statement of charges were a summons and the provisions of section 262.06(1)(c), Wis.

Stats., were applicable. Such service by mailing and publication shall be effective as of the first insertion of the notice of statement of charges in the newspaper.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 11.03 Hearing body. (1) The chancellor of each institution shall provide for a hearing body charged with hearing dismissal cases and making a report and recommendations under this chapter. Throughout this chapter, the term "hearing body" is used to indicate either a hearing committee or a hearing examiner as designated in the institutional procedures. This hearing body shall operate as the hearing agent for the chancellor pursuant to section 227.12, Wis. Stats., and conduct the hearing, make a verbatim record of the hearing, prepare a summary of the evidence and transmit such record and summary along with its recommended findings of fact and decision to the chancellor according to section UWS 11.07.

(2) With the concurrence of the faculty and the academic staff advisory committee of each institution, the chancellor may provide that dismissal for cause of a member of the academic staff having teaching responsibilities may be heard by the hearing body specified in section UWS 4.03. If so provided, the hearing shall be held pursuant to the provisions of chapter UWS 11.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 11.04 Hearing. If the staff member requests a hearing within 20 days from the service of the statement of charges (25 days if notice is by first class mail and publication), such hearing shall be held not later than 20 days after the request, except that this time limit may be extended by mutual consent of the parties or by order of the hearing body. The request for a hearing shall be addressed in writing to the hearing body established pursuant to UWS 11.03. Service of written notice of hearing on the specific charges shall be provided at least 10 days prior to the hearing.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 11.05 Adequate due process. (1) Each institution shall develop policies and procedures to provide for a fair hearing upon request in the event of dismissal. A fair hearing for an academic staff member whose dismissal is sought under UWS 11.01 shall include the following:

(a) A right to the names of witnesses and of access to documentary evidence upon the basis of which dismissal is sought;

(b) A right to be heard in his or her defense;

(c) A right to counsel and/or other representative, and to offer witnesses;

(d) a right to confront and cross-examine adverse witnesses;

(e) A verbatim record of all hearings, which might be a sound recording, provided at no cost;

(f) Written findings of fact and decision based on the hearing record;

(g) Admissibility of evidence governed by section 227.10, Wis. Stats.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 11.06 Procedural guarantees. (1) The following requirements shall also be observed:

(a) Any person who participated in the investigation of allegations leading to the filing of a statement of charges, or in the filing of a statement of charges, or who is a material witness shall not be qualified to participate as a member of the hearing body;

(b) The hearing shall be closed unless the staff member under charges requests an open hearing, in which case it shall be open (see 66.77, Wis. Stats., Open Meeting Law);

(c) The hearing body shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges;

(d) The burden of proof of the existence of just cause is on the administration or its representatives;

(e) If a staff member whose dismissal is sought has requested a hearing, discontinuance of the proceeding by the institution is deemed a withdrawal of charges and a finding that the charges were without merit;

(f) Nothing in paragraph (e) shall prevent the settlement of cases by mutual agreement between the administration and the staff member, with the chancellor's approval, at any time prior to a final decision by the chancellor; or when appropriate, with the board's approval prior to a final decision by the board;

(g) Adjournments shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made.

(2) If the institutional policies and procedures provide that dismissal cases be heard by a hearing committee, the following requirements shall be observed:

(a) The committee may, on motion of either party, disqualify any one of its members for cause by a majority vote. If one or more of the hearing committee members disqualify themselves or are disqualified, the remaining members may select a number of replacements equal to the number who have been disqualified to serve, except that alternative methods of replacement may be specified in the policies and procedures adopted by the institution;

(b) If the hearing committee requests, the chancellor shall provide legal counsel after consulting with the committee concerning its wishes in this regard. The function of legal counsel shall be to advise the committee, consult with them on legal matters, and such other responsibilities as shall be determined by the committee within the provisions of the policies and procedures adopted by the institution.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 11.07 Recommendations: to the chancellor. The hearing body shall send to the chancellor and to the academic staff member concerned, as soon as practicable after conclusion of a hearing, a verbatim record of the testimony and a copy of its report, findings, and recommendations. After reviewing the matter on record and considering arguments if submitted by the parties, the chancellor shall issue a decision. In that decision, the chancellor may order dismissal of the staff member, may impose a lesser disciplinary action, or may find in favor of the staff member. This decision shall be deemed final unless the board, upon request of the academic staff member, grants review based on the record.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 11.08 Suspension from duties. Pending the final decision as to dismissal, the academic staff member with an indefinite appointment shall not be relieved of duties, except where, after consultation with the appropriate administrative officer, the chancellor finds that substantial harm may result if the staff member is continued in his or her position. Where such determination is made, the staff member may be relieved of his or her position immediately, or be assigned to another administrative unit, but his or her salary shall continue until the chancellor makes a decision as to dismissal.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 11.09 Date of dismissal. A decision by the chancellor ordering dismissal shall specify the effective date of the dismissal.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 11.10 Board review. A member of the academic staff on indefinite appointment who has been dismissed for cause by the chancellor following a hearing may appeal this action to the board. Any appeal must be made within 30 days of the date of the decision of the chancellor to dismiss. Upon receiving an appeal the board shall review the case on the record. Following such review the board may confirm the chancellor's decision, or direct a different decision, or approve a further hearing before the board with an opportunity for filing exceptions to the hearing body's recommendations or the chancellor's decision and for oral argument on the record. If further review with opportunity for oral argument on the record is provided, this review shall be closed unless the staff member requests an open hearing. (See 66.77, Wis. Stats., Open Meeting Law.) All decisions of the board, whether after review on the record or after oral argument, shall be expressed in writing and shall indicate the basis for such decision.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 11.11 Dismissal for cause-fixed term or probationary academic staff appointments. A member of the academic staff holding a probationary appointment, or a member of the academic staff holding a fixed term appointment and having completed an initial specified period of time, may be dismissed prior to the end of the contract term only for just cause or for reasons of budget or program under UWS 12. A nonrenewal of such an appointment is not a dismissal under this section. A dismissal shall not become effective until the individual concerned has received a written notification of specific charges and has been offered an opportunity for a hearing

before the appropriate dean or director or his/her designee. If such hearing is requested, a determination of just cause and notification of dismissal shall be made by the dean or director or designee. If no hearing is requested the dismissal is effected by the specifications in the original notification of charges. The hearing before the dean, director, or designee shall provide the academic staff member with an opportunity to present evidence and argument concerning the allegations. Dismissal shall be effective immediately on receipt of written notification of the decision of the dean or director or designee unless a different dismissal date is specified by the dean or director. Dismissals for cause shall be appealable by filing an appeal with the hearing body established under section UWS 11.03. The burden of proof as to the existence of just cause on appeal shall be on the administration or the authorized official. The provisions of section UWS 11.04, procedural guarantees, contained in sections UWS 11.05 and 11.06 and the review provisions of section UWS 11.07, shall be applicable to the appeal proceeding. In no event, however, shall a decision favorable to the appellant extend the term of the original appointment. If a proceeding on appeal is not concluded before the appointment expiration date, the academic staff member concerned may elect that such proceeding be carried to a final decision. Unless such election is made in writing, the proceeding shall be discontinued at the expiration of the appointment. If the chancellor ultimately decides in favor of the appellant, salary lost during the interim period between the effective date of dismissal and the date of the chancellor's decision or the end of the contract period, whichever is earlier, shall be restored. In those cases where the immediate supervisor of the academic staff member concerned is a dean or director, the chancellor shall, to avoid potential prejudice, designate an appropriate administrative officer to act for the dean or director under this section.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 11.12 Dismissal for cause-teaching members of the academic staff. The policies and procedures of each institution may provide that dismissal for cause of a member of the academic staff having teaching responsibilities and holding a probationary appointment or a fixed term appointment may proceed under UWS 11.02 to 11.10. If the institutional policies and procedures do not specifically make such provisions, dismissal for cause shall be made pursuant to UWS 11.11.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

Chapter UWS 12

LAYOFF OF ACADEMIC STAFF FOR REASONS OF BUDGET OR PROGRAM

UWS 12.01 General
UWS 12.02 Layoff
UWS 12.03 Individual layoff decision
UWS 12.04 Hearing body
UWS 12.05 Review and hearing for indefinite appointments
UWS 12.06 Review for fixed term and probationary academic staff members
UWS 12.07 Layoff status
UWS 12.08 Alternative employment
UWS 12.09 Reappointment rights
UWS 12.10 Retention of salary
UWS 12.11 Rights of academic staff members on layoff

UWS 12.01 General. Notwithstanding 36.15, Wis. Stats., and UWS 10 and 11, the chancellor of each institution or his/her designee may layoff a member of the academic staff holding an indefinite appointment, or may layoff a member of the academic staff holding either a fixed term or a probationary appointment prior to the end of the appointment period, when such action is deemed necessary due to budget or program decision requiring program discontinuance, curtailment, modification, or redirection. Consistent with the limitation of academic staff appointments to an operational area, each institution shall establish policies and procedures which will ensure careful consideration of layoff decisions for reasons of budget or program. The institutional policies and procedures should recognize the constraints imposed on institutional response to an unanticipated cancellation of a contract or grant or to an unanticipated decline in an income account supporting a particular activity. The institution should take such contraints into account in designing the nature and timing of the consultation appropriate to such circumstances. The institution's policies and procedures may provide as needed the alternative forms of consultation appropriate to differences in the sources of funds for various programs or activities, or differences in the timing of information concerning a decline in resources for particular programs or activities. Program decisions made pursuant to a change in the level of resources available for a particular project shall be discussed by the chancellor or his/her designee with such committee, committees, or committee representatives as may be specified by institutional policies and procedures as appropriate for such purposes. Decisions affecting individuals shall be communicated to the affected persons by the chancellor or his/her designee together with a description of the change in available resources which has required the layoff decision. Nonrenewal of a probationary academic staff appointment under UWS 10.04, or a fixed term appointment, even if for financial reasons, is not a layoff for reasons of program or budget.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 12.02 Layoff. For the purpose of this chapter, "layoff" is the suspension of an academic staff member's employment by the university of Wisconsin system during the appointment period, for reasons of budget or program. A laid-off academic staff member retains the rights specified in UWS 12.07 through 12.11, inclusive. For

the purposes of section 36.21, Wis. Stats., termination occurs at the time of layoff.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 12.03 Individual layoff decision. When a reduction in program of a particular operational area is required, layoffs of academic staff members with indefinite, fixed term, or probationary appointments should normally follow seniority. This presumption in favor of seniority may be overcome where program needs dictate other considerations (e.g., the need to maintain specific expertise within the program or operational area). The standard notice periods specified in UWS 10.05 should be used, unless there are compelling reasons to the contrary (e.g., almost immediate cutoff of funds), for layoff of probationary and fixed term appointments under this chapter. Indefinite appointees shall have 12 months' notice of layoff for reasons of budget or program, unless there are compelling reasons to the contrary.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 12.04 Hearing body. The chancellor of each institution shall provide for a hearing body for the purposes of this chapter. Throughout this chapter the term "hearing body" is used to indicate either a hearing committee or a hearing examiner as designated in the institutional procedures. This hearing body shall operate as the hearing agent for the chancellor pursuant to section 227.12, Wis. Stats., and conduct the hearing, make a verbatim record of the hearing, prepare a summary of the evidence and transmit such record and summary along with findings of fact and decision to the chancellor.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 12.05 Review and hearing for indefinite appointments. (1) An academic staff member with an indefinite appointment whose position is to be eliminated shall be notified in writing and shall, upon request made within 20 days after such notification, be given a written statement of the reasons for the decision within 15 days, including a statement of the reasons for the determination that the budgetary or program needs should be met by curtailing or discontinuing the program in which the individual concerned works. If the academic staff member requests in writing within 20 days after receipt of said statement, he or she shall be entitled to a hearing before the hearing body. However, such a request for hearing shall not forestall a layoff under this section.

(a) The request for hearing shall specify the grounds to be used in establishing the impropriety of the decision.

(b) The staff member shall be given at least 10 days notice of such hearing. Such hearing shall be held not later than 20 days after the request except that this time limit may be extended by order of the hearing body. Anyone who participated in the decision to layoff or who is a material witness shall not serve on the hearing body.

(2) The academic staff member shall have access to the evidence on which the administration intends to rely to support the decision to layoff and shall be guaranteed the following minimal procedural safeguards at the hearing:

(a) A right to be heard in his or her defense;

(b) A right to counsel and/or other representatives, and to offer witnesses;

(c) A right to confront and cross-examine adverse witnesses;

(d) A verbatim record of all hearings, which might be a sound recording, provided at no cost;

(e) Written findings of fact and decision based on the hearing record;

(f) Admissibility of evidence governed by 227.10, Wis. Stats.;

(g) The hearing shall be closed unless the staff member whose position is to be eliminated requests an open hearing, in which case it shall be open (see 66.77, Wis. Stats., Open Meeting Law);

(h) Adjournments shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made.

(3) If the institutional policies and procedures provide that the review and hearing be conducted by a committee, the following requirements shall be observed:

(a) The committee may, on motion of either party, disqualify any one of its members for cause by a majority vote. If one or more of the committee members disquality themselves or are disqualified, the remaining members may select a number of other replacements equal to the number who have been disqualified to serve;

(b) If the committee requests, the chancellor shall provide legal counsel after consulting with the committee concerning its wishes in this regard. The function of legal counsel shall be to advise the committee, consult with them on legal matters, and carry out such responsibilities as shall be determined by the committee within the policies and procedures adopted by the institution.

(4) The first question to be considered in the review is whether one or more of the following factors improperly entered into the decision to layoff:

(a) Conduct, expressions, or beliefs on the staff member's part which are constitutionally protected or actions which are consistent with an appropriate professional code of ethics;

(b) Employment practices prescribed by applicable state or federal law; or

(c) Improper consideration of the qualifications of the staff member. For the purposes of this section, "improper consideration" occurs if material prejudice resulted from any of the following:

1. The procedures required by the chancellor or board were not followed;

2. Available data bearing materially on the quality of the staff member's actual or potential performance were not considered; or

3. Unfounded, arbitrary, or irrelevant assumptions of fact were made about work or conduct.

(5) The staff member shall present evidence on whether one or more of the factors specified above improperly entered into the decision to layoff. The hearing body shall then consider whether the evidence presented establishes a prima facie case that such factor or factors did enter significantly into the layoff decision. If the hearing body finds that a prima facie case has not been established, the layoff decision shall be found to have been proper and the hearing shall be ended.

(6) If the hearing body finds that a prima facie case has been established, the appropriate administration officer for the operational area shall be entitled to present evidence to support the layoff decision, and, thereafter, the staff member may present evidence in rebuttal. Thereafter, on the basis of all the evidence presented, the hearing body shall make its determinations as follows:

(a) The hearing body shall first consider whether one or more of the above specified factors improperly entered into the decision to layoff. Unless the body is convinced that such factor or factors did improperly enter into that decision, the body shall find the decision to have been proper;

(b) If the hearing body is convinced that such factor or factors entered into the decision to layoff, then the body shall find that decision to be improper, unless the body is also convinced (1) that there was a bona fide program or budgetary reason(s), and that the determiantion of such reason(s) was made in the manner prescribed by, and in accordance with, the standards established by the institution; and (2) that the decision to layoff the particular academic staff member was in accordance with the provisions of UWS 12.02.

(7) In determining whether a bona fide budgetary or program reason existed for layoff of the appointment of the academic staff member concerned, the hearing body shall presume that the decision to curtail the program was made in good faith and for proper reasons. The hearing body shall not substitute its judgment or priorities for that of the administration.

(8) If the hearing body finds that the layoff was improper, it shall report this decision and its recommendation to the chancellor and to the staff member. The chancellor shall review the matter, decide whether the staff member should be laid off, and notify the hearing body and academic staff member of the decision. This decision shall be deemed final unless the board, upon request of the academic staff member, grants review based on the record.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 12.06 Review for fixed term and probationary academic staff members. Each institution shall establish procedures for an impartial review of the layoffs for reasons of budget or program of academic staff members with fixed term and probationary appointments. Nonrenewal is not a layoff under this section.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 12.07 Layoff status. (1) An academic staff member whose position has been eliminated according to the provisions of this chapter may, at the end of the appropriate notice period, be placed on layoff status, unless the layoff notice has been rescinded prior to that

time. The academic staff member whose notice period has expired, and who is placed on layoff status shall remain on layoff status until,

(a) For fixed term and probationary appointee, one of the following occurs:

1. The appointment expires under its own terms;

2. The staff member fails to accept an alternate appointment.

(b) For academic staff on indefinite appointment one of the following occurs:

1. The staff member is reappointed to the position from which laid off. Failure to accept such reappointment would terminate the academic staff member's association with the institution;

2. The staft member accepts an alternative continuing position in the institution. Failure to accept an alternate appointment would not terminate the academic staff member's association with the institution;

3. The staff member resigns;

4. The staff member fails to notify the chancellor or his/her designee not later than December 1, of each year while on layoff status, as to his/her location, employment status, and desire to remain on layoff status. Failure to provide such notice of desire to remain on layoff status shall terminate the academic staff member's association with the institution;

5. A period of 3 years lapses.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 12.08 Alternative employment. Each institution shall devote its best efforts to securing alternative appointments within the institution in positions for which staff laid off under this chapter are qualified under existing criteria. Each institution should seek to provide financiai assistance for academic staff members who have indefinite appointments and who are to be laid off to readapt within the operational area or within another operational area of the institution where such readaptation is feasible within one year's time. Further, the university of Wisconsin system shall devote its best efforts to insure that such staff members laid off in any institution shall be made aware of openings within the system.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 12.09 Reappointment rights. Each institution shall establish administrative procedures and policies to insure compliance with 36.21, Wis. Stats., in providing that where layoffs occur for reasons of budget or program, no person may be employed in that operational area at that institution within 3 years to perform reasonably comparable duties to those of the staff member laid off without first offering the laid off staff member on layoff status reappointment without loss of rights or status. In addition, an institution shall continue for 3 years from date of layoff to offer the reappointment rights stated in this section to a laid off fixed term appointee whose appointment has expired under its own terms if such appointee notified the chancellor or his/her designee by December 1 of each year, or more frequently if institutional policies and procedures

require, as to his/her location, employment status, and desire to pursue reappointment rights. Failure to provide such notification shall terminate the academic staff member's reappointment rights under this section.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 12.10 Retention of salary. Any academic staff member reappointed within 3 years after layoff to reasonably comparable duties within the operational area shall be reappointed with a salary rate at least equivalent to his/her salary rate when laid off, together with such other rights and privileges which may have accrued at that time.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 12.11 Rights of academic staff members on layoff. An academic staff member on layoff status in accord with the provisions of this chapter has the reemployment rights guaranteed by UWS 12.09 or 12.10, and has the following minimal rights:

(1) Such voluntary participation in fringe benefit programs as is permitted by institutional policies;

(2) Such continued use of campus facilities as is allowed by policies and procedures established by the institution; and

(3) Such participation in institutional activities as is allowed by the policies and procedures established by the institution.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

Chapter UWS 13

COMPLAINTS AND GRIEVANCES

UWS 13.01 Complaints UWS 13.02 Grievances

UWS 13.01 Complaints. Each institution shall establish policies and procedures to deal with allegations by persons other than the academic staff member's supervisor(s), including administrators, students, other academic staff, faculty, classified staff, or members of the public concerning conduct by an academic staff member which violates university rules or policies, or which adversely affects the staff member's performance or obligation to the university but which allegations are not serious enough to warrant dismissal proceedings under chapter UWS 11. Such procedures shall include the designation of an individual or body with the power and authority to conduct a hearing on the complaint and to recommend solutions to the chancellor if the problem cannot be otherwise resolved.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

UWS 13.02. Grievances. Each institution shall establish policies and procedures for adjudicating grievances involving members of the academic staff. Such procedures shall include the designation of an individual or body with the power and authority to investigate and to recommend solutions to the chancellor if the problem cannot be otherwise resolved.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

Chapter UWS 14

OUTSIDE ACTIVITIES

UWS 14.01 Outside activities

UWS 14.01 Outside activities. (1) Each institution shall develop policies and procedures concerning the performance by an academic staff member of outside activities of an extensive, recurring, or continuing nature outside his/her broad institutional responsibilities during any period of employment by the institution. Such policies and procedures shall be designed to encourage appropriate participation by academic staff members in public service or endeavors related to their fields of interest while ensuring adequate attention to all normal university responsibilities. Institutional procedures and policies shall, at a minimum, provide as appropriate for the following:

(a) Reporting of substantial outside activities;

(b) Notification to academic staff members where activities are deemed excessive or improper;

(c) A mechanism for appeal from a decision of impropriety;

(d) Policies concerning the use of university facilities;

(e) Policies concerning absence from regular duties;

(f) Reporting of any intended service as an expert witness in legal proceedings, or as staff, advisor, or consultant to granting agencies.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

Chapter UWS 15

LIMITED APPOINTMENTS

UWS 15.01 Limited appointments

UWS 15.01 Limited appointments. (1) A limited appointment under section 36.19, Wis. Stats., is a special appointment to a designated administrative position. A person in this type of appointment serves at the pleasure of the authorized official who made the appointment. A member of the academic staff granted a limited appointment shall not lose existing rights to an academic staff appointment by accepting the limited appointment, and a member of the faculty granted a limited appointment shall not lose existing rights to a faculty appointment by accepting the limited appointment. Termination of a limited appointment is not a dismissal under chapter UWS 4 or UWS 11 and is not otherwise appealable. Wherever possible 3 months' notice of termination should be given if the appointee does not hold simultaneously another university appointment.

(2) Limited appointments apply to the following positions: president, senior vice president, provost, vice president, associate vice president, assistant vice president, chancellor, vice chancellor, associate chancellor, assistant to the chancellor, assistant chancellor, associate vice chancellor, assistant vice chancellor, center system dean, secretary of the board, associate secretary of the board, assistant secretary of the board, trust officer and assistant trust officer, and such other administrative positions as the board, the president, or the chancellor determines at the time of the appointment.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

Chapter UWS 16

OTHER APPOINTMENTS

UWS 16.01 Other appointments

UWS 16.01 Other appointments. The board may make or authorize appointments of specified terms for student assistants and employes in training, such as residents, interns, post-doctoral fellows or trainees or associates. Appointments made pursuant to this section shall not be subject to the provisions of sections 36.13 and 36.15, Wis. Stats., and Wis. Adm. Code chapters UWS 1-15. Policies and procedures for such appointments shall be determined as appropriate by the president or the chancellor of each institution after consultation with appropriate faculty and with appropriate student assistants and employes in training.

History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.

S. FACULTY/ACADEMIC STAFF CODE OF ETHICS

Chapter UWS 8

FACULTY/ACADEMIC STAFF CODE OF ETHICS

UWS 8.01 Declaration of policy
UWS 8.02 Definitions
UWS 8.03 Conflicts of interest
UWS 8.04 Action upon conflict
UWS 8.05 Sanctions
UWS 8.06 Reports

UWS 8.01 Declaration of policy. (1) In view of the special relationship of the university of Wisconsin system to the state and to affirm as public policy within the system certain common standards to prevent conflicts of interest, the board hereby adopts the following code of ethics for faculty and academic staff pursuant to section 19.45(11)(b), Wis. Stats.

(a) Every member of the faculty and academic staff at the time of appointment makes a personal commitment to professional honesty and integrity that meets the demanding standards of the state and national academic communities. It is a violation of those standards for faculty or academic staff to disregard the interests of the university of Wisconsin system in order, through use of their positions or through official conduct, to seek financial gain for themselves, their immediate families or businesses with which they are associated.

1. This code of ethics is designed to aid faculty and academic staff in avoiding conflicts of interest in the performance of their duties and to insure continued confidence of the people of this state in the university of Wisconsin system and its personnel.

2. Nothing in this code of ethics shall deny the rights of a member of the faculty or academic staff under the state and federal constitutions and the Wisconsin Statutes or any other laws of this state.

(b) The board of regents recognizes that:

1. Members of the faculty and academic staff have personal and economic interests in the decisions and policies of national, state and local government.

2. Members of the faculty and academic staff retain their rights as citizens to interests of a personal or economic nature.

3. The code of ethics must distinguish between those minor and inconsequential conflicts which are unavoidable in a free society and those conflicts which are substantial and material.

4. Members of the faculty and academic staff may engage in appropriate remunerative outside activity other than university duties, and/or may maintain investments, but no member of the faculty or academic staff shall engage in any activity and/or maintain any investment if such activity and/or investment conflicts with the specific provisions of this code of ethics.

History: Cr. Register, June, 1975, No. 234, eff. 7-1-75.

UWS 8.02 Definitions. (1) When used in this code, the following terms, unless otherwise specified, mean:

(a) "Board" means the board of regents of the university of Wisconsin system.

(b) "Secretary" means the secretary of the board.

(c) "President" means the president of the university of Wisconsin system.

(d) "Vice President" means central administration officials with the title "Vice President" or other administrative officer with similar duties (e.g. provost).

(e) "Chancellor" means the chief executive officer of a four-year institution, the center system and university extension, or an equivalent title.

(f) "Dean" means the executive head of a college or division and center system campus deans, and includes persons titled "Dean" or their administrative equivalent in non-academic divisions. (Normally such persons would have the title "director" or some equivalent.)

(g) "Faculty" means all persons with the rank of professor, associate professor, assistant professor and instructor. For the purpose of this code it also includes members of the administration who are on leave from faculty positions.

(h) "Academic Staff" means professional and administrative personnel other than faculty with duties, and subject to types of appointments, that are primarily associated with higher education institutions or their administration.

(i) "Immediate Family" means any individual related to a member of the faculty or academic staff as a husband, wife or legal dependent.

(j) "Contracting Personnel" means any individual who engages in negotiating, reviewing, approving and/or signing contracts for the purchase of goods and services on behalf of the university or board. Contracts with outside agencies for research or for service to be performed by the university and personnel contracts are not covered. A person shall be considered "Contracting Personnel" only if so designated by the chancellor of his/her institution and notified in writing of the designation.

History: Cr. Register, June, 1975, No. 234, eff. 7-1-75.

UWS 8.03 Conflicts of interest. (1) (a) No members of the faculty or academic staff may disregard the interests of the university of Wisconsin system in order, through use of their positions or through official conduct, to seek financial gain for themselves or their immediate families, or for any business with which they are associated.

(b) No members of the faculty or academic staff or members of their immediate families, may solicit or receive anything of value pursuant to an express or implied understanding that their official actions or judgment would be influenced thereby.

(c) No member of the faculty or academic staff or members of their immediate families may use or disclose, for direct or indirect personal financial gain, confidential university information which is defined as information relating to university financial operations or personnel

that is obtained from university records or in the course of official university business and is not available to the general public upon request.

(d) No members of the faculty or academic staff may use or attempt to use their public positions to influence or gain unlawful benefits, unlawful advantages or privileges for themselves or others.

(e) No members of the faculty or academic staff or members of their immediate families and no business in which they own or control at least 5% interest of the outstanding stock, or at least 5% interest in such business, or in which they are an officer or director may enter into any commercial contract with the university unless the contract has been awarded through a process of public notice and competitive bidding under section 16.75(1), Wis. Stats., or unless the member of the faculty academic staff is not in a position to approve or influence the university's decision to grant the contract.

(f) No members of the faculty or academic staff or members of their immediate families and no business in which a member of the faculty or academic staff has a 5% interest may enter into a lease of real property with the state or the university of Wisconsin system unless the member of the faculty/academic staff is not in a position to approve or influence the university's decision to enter the lease, except that the board, upon specific request, may waive this subsection where it is in the best interests of the university of Wisconsin system.

(g) Without specific advance written approval of the board, no member of the faculty or academic staff or members of their immediate families may serve as an officer of a corporation or a member of its board of directors where such corporation does business with the university and he/she is in a position to influence university decisions concerning such business.

(h) No member of the faculty or academic staff, or his/her immediate family, may, as an individual, do business or enter into a contract with the university if he/she is in a position to affect the university's decision to grant such business or contract.

History: Cr. Register, June, 1975, No. 234, eff. 7-1-75.

UWS 8.04 Action upon conflict. If any member of the faculty or academic staff believes that the discharge of his/her university duties may result in a conflict of interest, such person shall advise his/her dean, director, or other appropriate administrator of the potential for a conflict of interest. The dean, director, or other appropriate administrator shall either, a) determine that the activity in question is permissible because it is within the scope of proper professional conduct and serves the interests of the university, or, b) assign the matter to another member of the faculty or academic staff who does not have a possible conflict of interest.

History: Cr. Register, June, 1975, No. 234, eff. 7-1-75.

UWS 8.05 Sanctions. Charges of violations of these rules shall be in the form of a verified complaint which shall state the name of the member of the faculty or academic staff alleged to have committed a violation and which shall set forth the particulars thereof. Those verified complaints involving members of the faculty or academic staff

serving within the central administration shall be referred to the president for investigation and disposition through appropriate institutional proceedings. Verified complaints involving faculty or academic staff serving at an institution of the UW System shall be submitted to the appropriate chancellor; where the complaint is against a faculty member, the chancellor shall proceed under the rules adopted by his institution pursuant to UWS faculty personnel rules, chapter UWS 4 or section UWS 6.01 Wis. Adm. Code, as appropriate; where the complaint is against a member of the academic staff, proceedings shall comply with the rules the institution has adopted pursuant to the UWS academic staff personnel rules. In addition to institutional discipline, section 19.50, Wis. Stats. of 1973, provides that criminal penalties may be imposed for violations of these rules.

History: Cr. Register, June, 1975, No. 234, eff. 7-1-75.

UWS 8.06 Reports. The president, vice president, chancellor, provost, vice provost and all contracting personnel shall annually, on or before April 30, file a statement of economic interest with the secretary. Such statement shall be filed on a form provided by the secretary. Such statements shall not be considered matters of public record unless disclosure is ordered by the board.

History: Cr. Register, June, 1975, No. 234, eff. 7-1-75.

T. PROCEDURES FOR REPORTING GIFTS-IN-KIND

Rationale: Based on Central Administration requirements and local property insurance and liability factors, all "gifts-in-kind" received by the university must be reported. To assure compliance with this requirement, this reporting form is to be completed by the recipient and forwarded to the Director of CREI for reporting the "gift-in-kind" to the Board of Regents for acceptance by the University of Wisconsin-System. The Director of CREI will, in turn, distribute the copies to the respective offices on campus. All "gifts-in-kind" with an assessed value of $500 or more will be reported monthly with separate resolutions describing each gift. Gift(s) with an assessed value of less than $500 will be reported quarterly as a composite resolution of all of the gift(s) received by the university during that period.

I. Identify the particular department and/or school receiving the gift(s). This should be determined in reference to the school and/or department which will assume inventory-property control responsibilities.

II. Identify the staff member(s) which were instrumental in receiving and/or soliciting the respective gift(s). The composite report will acknowledge staff efforts for securing these types of resources for the university.

III. Identify the donor of the gift(s) and also the date received. It is important that a specific person be identified so that the proper acknowledgement can be generated to the respective donor. (Anonymous gift(s) can be received by the university).

IV. Briefly describe the item(s) received.

V. Approximate market value: The value of the item(s) becomes important for inventory and insurance purposes. Although the value is not reported to the Board of Regents, it is very significant for Property Control procedures on campus.

VI. Distribution: To assure awareness to the respective administrative channels of the gift(s) received. The Director of CREI will generate the necessary resolutions and reporting requirements to comply with the Board of Regents regulations of the University of Wisconsin-System.

Forms may be obtained upon request from the Director of CREI.

II-T-2

UNIVERSITY OF WISCONSIN-STOUT

"Gifts-In-Kind" Report Form

I. Division: _____

School: _____ Department: _____

II. Staff Member(s) Involved: _____

_____

_____

III. Donor*: _____ Date Received: _____

_____

_____

_____

*Need a contact person for acknowledgement purposes.

IV. Description of the item(s) (Consumable supplies, materials and/or equipment):

_____

_____

_____

_____

_____

_____

V. Approximate Market Value (for insurance and/or inventory purposes* - $ value will not be reported to the Regents): $ _____

*Property control report must be completed and forwarded to the Property Control Officer.

VI. Distribution: Director of CREI
--copies will be forwarded to:
Department Chairperson
Property Control Officer
Dean's Office
Vice Chancellor or Assistant Chancellor
Chancellor